

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
January 9, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice President
Mr. Milo E. Shadle
Dr. Richard A. Loomis

MEMBERS ABSENT: Dr. Tipton L. Wood, Clerk

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel

GUESTS: Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mrs. Grace Burns, " "
Mrs. Martha Fox " "
Mr. Robert McClain, Mayor, City of San Marcos
Mr. J. D. Hodges, Ramona
Mrs. Charlene Parsons, San Marcos
Mr. Bill Cain, Escondido Times-Advocate
Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business. Mr. Olmstead welcomed all guests.

Dr. Loomis noted that line 22, page 3, in the Minutes of the Regular Meeting of December 12, 1967, should read "maximum" rather than "minimum." It was

MSC Loomis, Jaques

RESOLUTION 67-1083

(Approve Minutes:
(December 12, 1967

BE IT RESOLVED, That the Minutes of the Regular Meeting of December 12, 1967, be approved as corrected.

MSC Shadle, Jaques

RESOLUTION 67-1084

(Approve Minutes:
(December 22, 1967

BE IT RESOLVED, That the Minutes of the Special Meeting of December 22, 1967, be approved.

Dr. Huber introduced Mayor McClain of the City of San Marcos, who had requested hearing before the Board. Mayor McClain displayed maps of the General Plan for the development of roads in the City of San Marcos as developed by the City and as set forth by the San Diego County Planning Commission. In his presentation, he noted that roads had been planned by the City of San Marcos to provide access to the college from both the north and south, but the County plan does not include these roads. Mayor McClain stated that the City considers the college its main asset, and although progress is being made in attracting industry, it is very slow. There are few resources available to the City for funding development, and the political situation does not appear favorable for obtaining federal or state assistance. In addition, most of the personnel working for the City are donating their time in addition to earning their livings at other jobs, and there is not time or opportunity to develop possible resources. He expressed the hope that continuing cooperation can be maintained between the City and the college to the mutual advantage of both institutions. There was brief discussion of the possibility of location of a four-year college in the immediate vicinity. It was noted that this has always proven advantageous to a junior college in increasing its growth. Mr. Olmstead thanked Mayor McClain for his presentation.

(HEARINGS:

Mayor McClain
San Marcos

There were no communications.

(COMMUNICATIONS

(OLD BUSINESS

Dr. Jaques stated that he had read Mr. Shadle's report of the CSBA Conference and found it to be very informative and very thorough. Mr. Shadle commented that he had found it very interesting that the outgoing president of CSBA had thanked members of his committees, beginning with Dr. Jaques.

(Report on CSBA
(Conference

Dr. Huber stated that the Proposed Salary Principles are still under revision and study.

(Salary Principles

(NEW BUSINESS

The Auditor's Report was reviewed briefly. It was noted by Dr. Huber that the suggestion of the previous auditor, also contained in this auditor's report, that a continuing, up-to-date inventory of property be kept is being done and is nearly complete. Dr. Schettler stated that this has been a difficult process because of the new buildings and an almost continuous shifting and replacement of property. Since the building

program is complete for the time being, it is expected that a property inventory will be more easily kept up to date. Dr. Schettler also stated that a yearly inventory and disposal of obsolete materials in the Bookstore will be done in the future to avoid the large backlog which developed last year. The members of the Board expressed concern for the amount of time the Assistant Superintendent must spend in inventorying and hoped this could be decreased considerably. Mr. Olmstead commended Dr. Schettler and his department for the excellence of their records, as noted by the auditor. It was

MSC Jaques, Loomis

RESOLUTION 67-1085

(Accept Auditor's
Report, 1966-67

BE IT RESOLVED, That the Auditor's Report for the school year 1966-67, as submitted by the firm of Clark W. Smith, CPA, be accepted.

MSC Jaques, Shadle

RESOLUTION 67-1086

(Approve Class
Schedule, Spring
1968 Semester

BE IT RESOLVED, That the Class Schedule for the Spring 1968 Semester (Day, Evening, Adult, and Community Services classes) be approved.

Dr. Huber stated that the calendar for the school year 1968-69 is essentially the same as this year's, except for minor changes necessitated by calendar changes. The calendar is also the same as that of most of the other junior colleges in San Diego County, including MiraCosta. It was

MSC Loomis, Shadle

RESOLUTION 67-1087

(Approve School
Calendar, 1968-69

BE IT RESOLVED, That the School Calendar for the school year 1968-69 be approved.

There was brief discussion of the California Junior College Association Salary Continuance Plan, which is basically disability income insurance. It was

MSC Jaques, Loomis

RESOLUTION 67-1088

(Authorize payroll
deductions, CJCA

BE IT RESOLVED, That monthly payroll deductions, as duly authorized by employees, for the California Junior College Association Salary Continuance Plan, be authorized.

Dr. Huber stated that the criteria for Credit by Examination, which was made a part of Board Policy several years ago, has been reviewed and revised by the Curriculum Committee. One basic change is that it no longer restricts the policy to courses required by the State, and the grade for passing is lowered from "B" to "C." Mr. Bergman explained that when the original policy was adopted, there had been some concern that it would be over-used, but this has not been the case; approximately six-eight persons per year obtain credit by examination, and these are usually in the area of drafting or electronics. It is felt that the instructor and department chairman are competent to screen persons applying for such examination. Dr. Huber stated that this policy does not apply to the examination on American Institutions which is given by appointment for teaching credentials. The use of this examination for students is under study. It was

MSC Loomis, Shadle

RESOLUTION 67-1089

(Approve Criteria
(for Credit by
(Examination

BE IT RESOLVED, That the Criteria for Credit by Examination, as revised December 27, 1967, be approved.

MSC Shadle, Loomis

RESOLUTION 67-1090

(Approve travel
(expenses:

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

- | | | |
|---|----------------|----|
| a. Transportation and meals to attend meeting of CJCA-SR, Alta Loma, \$21; | B. Chambless | a. |
| b. Transportation, meals, lodging, and registration fee and other to attend Library Technician Program Workshop, San Francisco, \$90; | Esther Nesbin | b. |
| c. Meals, lodging, and registration fee to attend Conference of Audio Visual Education Assn., San Francisco, \$42; | Esther Nesbin | c. |
| d. Meals, lodging, and registration fee to attend Meeting of American Assn. for Advancement of Science, New York, \$90. | Raymond Jessop | d. |

(FINANCIAL REPORTS

The Report of Budgetary Balances as of December 31, (Budgetary Balances 1967, and Report of Income and Accounts Receivable were noted. Dr. Schettler reported that all accounts are progressing normally at this time of year.

The Report of Collections Deposited in County Treasury as of December 31, 1967, was noted. (Collection Advices

The Report of Use of Facilities by Outside Organizations During the Month of December, 1967, was noted. (Use of Facilities

The Travel Report Involving Use of College-Owned Vehicles During the Month of December, 1967, was noted. (Travel Report

There was brief discussion on the purchase of two used travel-buses to replace one which was totally wrecked in an accident. It was noted that there were no students in the car, and there was no personal injury involved in the accident. It was

MSC Jaques, Shadle

RESOLUTION 67-1091

(Approve Purchase
(Orders

BE IT RESOLVED, That Purchase Orders numbered 2010 through 2690, except for those marked "reserved," be approved.

Dr. Huber reported that a substantial donation to the Library has been received from the estate of Josiah Sibley, who is the father-in-law of Mr. James Sutton, former Board member. Many valuable first editions are included in the 1,144 titles received in a collection valued at \$1,135. It was noted that the Oceanside Blade-Tribune recently published an excellent article on the college Library; Dr. Huber stated that this donation will also be well-publicized. It was

MSC Jaques, Shadle

RESOLUTION 67-1092

(Approve Library
(Acquisitions

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian, be approved; and that letters of appreciation be sent to all donors.

MSC Loomis, Shadle

RESOLUTION 67-1093

(Approve Expense
(Warrants

BE IT RESOLVED, That Expense Warrants numbered 781327 through 781473 be approved.

MSC Shadle, Jaques

RESOLUTION 67-1093

(Approve Salary
Warrants)

BE IT RESOLVED That Salary Warrants covered by Payroll Orders numbered 13 and 14 be approved.

The Associated Students Balance Sheet as of November 30, 1967, and Comparison with Previous Year was noted. Dr. Schettler commented that the ASB and Bookstore are moving through the year as expected.

(ASB Balances)

The Cafeteria Balance Sheet as of November 30, 1967, and Comparative Statement of Income and Expense was noted. Dr. Schettler explained the law requiring that Cafeteria personnel be paid for several days during the Christmas holiday period, even though they did not work. He noted that although it is hoped that the Cafeteria will eventually become self-supporting, this does not appear to be the case this year.

(Cafeteria Balances)

Dr. Huber reported that he had sent copies of a letter received from Mr. Norlin, who is in Germany under the Exchange Professor program. Also mailed to the Board were copies of a Statistical Report of Enrollment for the Fall 1967 Semester, compiled by Dean Burton. Dr. Huber explained the problem which arose regarding Selective Service, in which the requirements for junior college students were changed to become more restrictive. He stated that the problem has now been resolved in a cooperative effort between Dean Burton and the Selective Service Board in San Diego.

(REPORT OF THE
SUPERINTENDENT)

Dr. Huber reminded the members of the Board that a Mid-Year Commencement would be held on Friday, February 2, 1968, at 8 p.m. in the Student Union. The platform guests will be in cap and gown or military dress uniform, and the faculty and students will not; however, there will be a procession for the students. Rear Admiral Marshall Dornin will be the speaker. All members of the Board said they would plan to attend.

Mid-Year
Commencement

There was brief discussion of the campaign plans for the tax election on March 12, as outlined in materials presented to the Board and developed in administrative staff meetings.

Tax Election

Dr. Huber noted that the Board had received copies of a memorandum containing comments by Steve Wozniak, former ASB President who is currently attending Harvard, on his preparation

Former Students

for Harvard and his experiences there. Mrs. Adkins requested that the Patrons be given a copy of the letter; they would be very interested, since this student was the recipient of a Patrons scholarship at his graduation. There was brief discussion of the successes of some of the outstanding students from Palomar College. Dr. Huber reported that Bob Hicks, who was chosen as Junior College Young Man of the Year and is now attending Stanford, is applying to Harvard Law School, and he has reason to believe he will be accepted. It was noted that this student had been a high school drop out.

Dr. Jaques reported that the North County Council of Community Colleges has not met since the last Board meeting. Mrs. Fox requested that Mr. Shadle share his report on the CSBA Conference with the members of the Council, since it was very interesting and informative. North County Council of Community Colleges

Mrs. Adkins stated that the Patrons are assisting in every way possible with the plans for the tax election in March. Patrons of Palomar

The meeting was convened in Executive Session at 9:05 p.m. for the purpose of discussion of items of Personnel. The meeting was reconvened in Regular Session at 9:30 p.m. It was (EXECUTIVE SESSION

MSC Jaques, Shadle

RESOLUTION 67-1095

BE IT RESOLVED, That Mr. Howard R. Brubeck be paid in the amount of \$8,946.30 for Sabbatical Leave from February 1, 1968, to July 31, 1968, as granted on September 5, 1967.

(Approve payment
(for Sabbatical
(Leave, Howard R.
(Brubeck

MSC Shadle, Loomis

RESOLUTION 67-1096

BE IT RESOLVED, That the employment of Mr. Frederick Wilhelm as instructor of Journalism, Communications Department, for the Spring 1968 Semester, be approved.

(Approve employment
(of Instructor:
(Frederick Wilhelm

MSC Loomis, Jaques

RESOLUTION 67-1097

BE IT RESOLVED, That the employment of the following persons as instructors in the Evening Division for the Spring 1968 Semester be approved:

(Approve employment
(of instructors,
(Evening: Atkinson,
(Dodd

Donald J. Atkinson - Business
Robert M. Dodd - Business

MSC Jaques, Shadle

RESOLUTION 67-1098

BE IT RESOLVED, That the employment of the following persons as instructors of Adult Education for the Spring 1968 Semester be approved:

(Approve employment
(of instructors,
(Adult Education:
(Davis, Gaines, Hoff-
(man, Lomeli, Tolley,
(Sutton, O'Neal

Mrs. Dorothy Davis - Pre-School Education
Mrs. Lillian Gaines - Ballroom Dancing
Jay F. Hoffman - Egg Marketing
Jesse Lomeli - English as Second Language
James Tolley - Water Works Program
Donald E. Sutton - Auto Tune-up
Dr. Gary Lewis O'Neal - Water Works Program

MSC Jaques, Loomis

RESOLUTION 67-1099

BE IT RESOLVED, That the employment of the following persons as supplemental staff (students) be approved:

(Approve employment
(of students: Dryden
(Kelly, Sohn, Vega,
(McCullough

Ricki Dryden - Custodian
Kevin Kelly - "
Ralph Sohn - "
Gerard McCullough - "

The meeting was adjourned at 9:28 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
January 23, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ABSENT: Dr. Bruce D. Jaques, Vice President

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Robert E. Bowman, Dean of Student Activities

GUESTS: Mr. Sheridan Hegland, Chairman, Faculty Senate
Mr. Joe Willis, Chairman, Faculty Salary Committee
Mr. Warren Donahue, Faculty Salary Committee
Mr. Edwin Groschwitz, " " "
Mr. John Barlow, Chairman, Art Department
Mr. Fred Elliott, Life Sciences Department
Mr. Palmer Kremer, Social Sciences Department
Mr. Chris Pagakis, Physical Education Department
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mr. Robert Thoreson, President, Associated Students
Mr. Bill Cain, Escondido Times-Advocate
Mr. Scott Boyles, Administrative Assistant
Mr. J. D. Hodges, Ramona

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business.

MSC Loomis, Shadle

RESOLUTION 67-2000

(Approve Minutes:
(January 9, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of January 9, 1968, be approved.

Mr. Olmstead welcomed the guests and asked for comments from the various representatives.

Mrs. Adkins reported that the Patrons of Palomar (Patrons
plan to support the March 12 tax election and will
do whatever is needed to assist in the campaign.

Dr. Huber introduced Robert Thoreson, newly elected (Associated
President of the Associated Student Body. Mr. (Students
Thoreson stated that the ASB supports the tax
override to a great degree and will do everything
possible to help in the campaign.

Mr. Hegland commented that the relationship (Faculty Senate
between the Faculty Senate and the administration
continues to be excellent. He noted that there are
four recommendations currently being considered by
the Administrative Council, and thus far most of
the recommendations of the Senate have been accepted.
Mr. Hegland stated that the Faculty and staff will
do everything possible to support the tax election,
and he commented that after the failure of last
year's bond election, he feels the Board and ad-
ministration is showing great courage in moving
ahead and doing what is necessary at this time.

Dr. Huber announced the death in action in (John Paul Marken,
Vietnam of former student John Paul Marken of (Former Student
Escondido; Mr. Olmstead commented that this
young man had been a friend of his son's, and
he had known him for a long time. It was

MSC Loomis, Shadle

RESOLUTION 67-2001

(Direct letter of
(condolence, John
(Paul Marken

BE IT RESOLVED, That the Superintendent be
directed to send an appropriate letter of
condolence to the family of John Paul Marken,
expressing the deep sympathy of the members
of the Governing Board upon his death in
service to his country.

Dr. Huber stated that Mr. Marken's name will be
added to the Memorial Plaque in the Student Union
in an appropriate ceremony.

(COMMUNICATIONS:

Dr. Huber read a letter from the Palomar College
Chapter, CTA, indicating unanimous support of the
tax election and plans to participate actively in
the campaign. Dr. Huber noted that this organiza-
tion has contributed \$100 to the campaign fund.

Palomar Chapter,
CTA

Dr. Huber announced that the displayed bas relief
maps of the United States and the World are a gift
to the college from Mr. William R. Newell of Vista.
The maps are valued at \$100, and they will be placed
in the Earth Science Department. It was

Gift of Maps,
Wm. R. Newell

MSC Wood, Loomis

RESOLUTION 67-2002

BE IT RESOLVED, That the gift of the Map of the World and the Map of the United States, valued at \$100, from Mr. William R. Newell of Vista be accepted, and that the Superintendent be directed to send an appropriate letter of appreciation to Mr. Newell.

(Accept gift of
(Maps, Wm. R.
(Newell; and send
(letter of
(appreciation

(OLD BUSINESS

Dr. Huber reminded the members of the Board that the Proposed Salary Principles had been distributed and briefly discussed at the first meeting in November, at which time the matter was referred for review to the Joint Board-Administration-Faculty Salary Committee. That body has met and revised the proposal. Dr. Huber distributed copies of the revised Proposed Salary Principles, noting that the situation at Palomar College has been unique in that the Board and administration have worked very closely with the Faculty Salary Committee, that it is recognized that salaries must be maintained on a professional and comparable level, and that every effort has been made to fill that need in the best manner possible. The relationship with the Faculty Salary Committee has been excellent at all times, and communication and cooperation on the part of all concerned has been excellent. The proposal for principles has been discussed for the past several years in an attempt to establish a workable basis by which salaries can be evaluated and adjusted. It is hoped that these can be established in order to enable the administration to fulfill its responsibility to the staff within the scope of the district and the budget in the best manner possible. Dr. Huber noted that Mr. Willis and the members of the Salary Committee were present and would be happy to answer any questions and participate in discussion.

(Proposed Salary
(Principles

Mr. Olmstead stated that he had discussed the proposal as a member of the joint committee, and he would add the comment that the adoption of the proposed principles would not in any way make salary considerations an administrative function entirely. He also noted that an item previously included concerning payment of part-time salaries had been deleted.

There was considerable discussion of the proposed principles, during which a number of questions were raised. The Board expressed concern that some of these principles (parts of paragraphs 1, 2, and 3) have wording which seems quite restrictive in nature.

It was also noted that approving of these principles could perhaps create an untenable situation and cause severe tension in faculty-Board-administrative relationships, which has not existed heretofore. It was expressed by Mr. Willis that the principles should represent what has been the practice in the past three years. It was reiterated that the present policy of the Board is to maintain a median position in salaries among the Southern California junior colleges. It was also expressed that perhaps Palomar should be in the forefront of salary schedules because of the correlation with quality teaching.

It was decided that Mr. Willis and the Faculty Salary Committee, as well as the Joint Board-Administration-Faculty Committee, will review the proposed principles with these questions in mind, and the matter will be reconsidered at a later meeting. Mr. Willis commented that this would be agreeable to the committee and thanked the Board for the opportunity to present the matter. Mr. Olmstead thanked the members of the committee for being present.

(NEW BUSINESS)

Dr. Schettler stated that in the Bid Summary, the low bids are specified in all cases where bids were offered. He noted that there were a number of items for which no bids were offered, and the area will have to be extended to Los Angeles and Long Beach. He also noted that although bids were submitted on items 2 through 7, it is recommended that they be rejected, since the specifications could not be met on those items. It was

MSC Loomis, Shadle

RESOLUTION 67-2003

BE IT RESOLVED, That contracts of purchase for instructional equipment be awarded to the following firms as low bidders meeting specifications on items 1, 8, and 9, bids opened January 12, 1968:

- Item 1 - Ipec, Inc., San Diego
- " 8 - Printers Supply, San Diego
- " 9 - Beckman Instruments, Fullerton

BE IT FURTHER RESOLVED, That all bids on items 2 through 7 be rejected; and that the administration be authorized to re-call for bids on items 2 through 7 and items 10 through 25.

(Award contracts of
(purchase; author-
(ize re-call for
(bids, instruction-
(al equipment

Mr. Bergman briefly reviewed the new courses proposed for submission to the State Department of Education. He stated that they are all extensions of present programs and require no new personnel or equipment. He noted that the course in dance is an adult education course, and it will pay for itself in adult fees. It was

MSC Loomis, Wood

RESOLUTION 67-2004

(Approve new courses for submission to State Dept. of Education)

BE IT RESOLVED, That the following new courses be approved for submission to the Bureau of Junior College Education as New Graded Junior College Courses:

<u>Credit</u>	<u>Adult Education</u>
Photography 52X	Modern Dance for Housewives
Journalism 50D	
Aeronautics 4	

Dr. Schettler explained that late in the legislative session last year new laws were passed affecting the present policy concerning hours of work and overtime for Classified employees; these became effective in November, 1967. In order to comply with these laws, it is necessary that the Board adopt revisions to the Classified Employees' Handbook containing the new rulings. Dr. Schettler explained briefly the difference between the old policy and the new. It was

MSC Loomis, Shadle

RESOLUTION 67-2005

(Approve Amendments and New Sections, Classified Employees' Handbook)

BE IT RESOLVED, That the Amendments and New Sections Reflecting Requirements of Recently Enacted Legislation be adopted; and that they become a part of the Classified Employees' Handbook, 1967-68.

Dr. Schettler noted that copies of the revised policies will be circulated to all classified employees within the week.

MSC Wood, Shadle

RESOLUTION 67-2006

(Authorize signatures, distribution of ASB funds, Spring 1968)

BE IT RESOLVED, That persons authorized to sign checks disbursing funds of the Associated Students of Palomar College for the Spring 1968 Semester are as follows:

(Continued)

(Continued)

Either Robert Thoreson, ASB President

or Janis Rose, ASB Treasurer

AND

Either John D. Schettler, Asst. Supt.

or Ruth Serr, Accountant

MSC Wood, Shadle

RESOLUTION 67-2007

(Approve/ratify
(travel expenses:

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

a. Transportation, meals, lodging, and registration fees to attend Desert Coaching Clinic, Palm Desert, \$75

Mack Wiebe, a.
Jim Clayton,
Tony Lynds

b. Transportation, meals, lodging, and registration fees to attend National Association of Biology Teachers Conference, Anaheim, \$150

Eugene Stevens, b.
Fred Elliott,
Wade Snyder,
Dennis Bostic,
Wayne Armstrong,
Robert Ebert

(FINANCIAL REPORTS

The Associated Students Balance Sheet as of December 31, 1967, and Comparison With Previous Year was noted. There was considerable discussion, and it was suggested that a manner of showing obsolete inventory be devised so that this would not have to be explained each time. Dr. Schettler noted a commendable improvement over the previous year in net worth at this time.

(ASB Balances

The Cafeteria Balance Sheet as of December 31, 1967, and Comparative Statement of Income and Expenses was noted. Dr. Schettler reported that the Cafeteria report reflects some of the changes in law concerning overtime and working hours as noted in previous action. He stated that every effort is being made to maintain the Cafeteria in a solvent position.

(Cafeteria Balances

Dr. Huber announced that Mr. Angelo Carli and Mr. Theodore Kilman have received word that their text, The Now Voices, has been purchased for publication by Charles Scribner's Sons, Publishers. The book

(REPORT OF THE
(SUPERINTENDENT

contains a collection of relatively unknown modern poets, including two poems by Palomar College students. Dr. Huber noted that they are very pleased, and the College has reason to be very proud. It was

MSC Loomis, Shadle

RESOLUTION 67-2008

(Commend Mr. Kilman
(and Mr. Carli on
(publication of
(text

BE IT RESOLVED, That Mr. Theodore Kilman and Mr. Angelo Carli be congratulated on the approval of the publication of their text, The Now Voices, and that they be commended for bringing this recognition to Palomar College.

Dr. Huber noted that a list of the nominees to the new Board of Governors for California Community Colleges was sent to the Board. This was reviewed by the CJCA Board of Directors last week. There are no members on the Board who were the recommendations of the CSBA, the CJCA, or the State Department of Education; eleven of the members have previous board experience, and three of these have served on junior college boards. Dr. Huber noted that the legislation setting forth the specifications for the Board states that there should be seven members with junior college experience. Mr. Olmstead commented that there are very few members from Northern California.

Board of Governor
for California
Community College

Dr. Huber distributed copies of a resolution received from the Compton Junior College District supporting the CJCA position in support of free junior college education in the State of California.

Resolution Reaf-
firming Support of
Free Junior Colleg
Education, Compton
JC District

Dr. Huber distributed copies of the CJCA Statement on Legislation indicating 17 items for which a position and/or possible legislation would be appropriate. He briefly outlined these. He also distributed a statement of the CJCFA position relative to legislation.

CJCA Statement on
Legislation, and
CJCFA Statement

Dr. Huber reported that the North County Council of Community Colleges had met on January 22; a report was made by Dr. Huber and Dr. MacDonald relative to the financial factors involved in establishing a single junior college district. This material will be distributed to the members of the Board this week. Dr. Huber stated that the sub-committee was asked to prepare similar statements projecting two separate districts on the same basis as well as projecting the operational costs in organization of a multi campus district. Each school was also asked to present a brief statement on its Master Plan projections. These will be presented at the

North County Coun-
cil of Community
Colleges

February meeting of the NCCCC.

Dr. Huber reported that he has not yet heard from County Counsel on the legality of the organization of the County Committee on School District Organization.

County Committee
on School District
Organization

Dr. Huber noted that included with the written Report of the Superintendent were drafted copies of a proposed "Statement for Tax Election Notice" and one-sheet "Statement of Facts" for Board perusal.

Statement for
Tax Election
Notice, and State-
ment of Facts

Dr. Huber presented copies of the Fall 1967 Semester issue of the student publication, Focus.

Focus, Fall 1967

Dr. Huber presented members of the Board with complimentary tickets to the UCLA Frosh Basketball Game to be held in the Palomar College Dome.

UCLA Frosh Basket-
ball Game

The meeting was convened in Executive Session at 9 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened in regular session at 9:55 p.m. It was

(EXECUTIVE SESSION

MSC Loomis, Shadle

RESOLUTION 67-2009

BE IT RESOLVED, That the employment of the following persons as instructors in the Evening Division (credit) for the Spring 1968 Semester be approved:

(Approve employment
(of Instructors:
(Duffy, Kelly

Mr. John F. Duffy - Police Science 59,
Criminal Investigation.
Mr. Roch F. Kelly - Spanish 1B.

MSC Shadle, Loomis

RESOLUTION 67-2010

BE IT RESOLVED, That the employment of the following persons as instructors of Adult Education for the Spring 1968 Semester be approved:

(Approve employment
(of Instructors,
(Adult Ed.: Good,
(Heltzel, Valentine,
(Yerg

Mrs. Margaret Good - Homemaking.
Mrs. Eleanor Heltzel - Pre-School Education.
Mrs. Estelle Valentine - Typing.
Miss Renee Yerg - Modern Dance for Housewives.

MSC Wood, Loomis

RESOLUTION 67-2011

(Approve employment
(of Teachers Aides:
(Fortiner, Lara

BE IT RESOLVED, That the employment of
the following persons as Teachers Aides
for the Spring 1968 Semester be approved:

Mr. John R. Fortiner - Music.
Miss Danielle Lara - English.

MSC Shadle, Wood

RESOLUTION 67-2012

(Approve employment
(of Classified:
(Gordon Stubblefield

BE IT RESOLVED, That the employment of Mr.
Gordon Stubblefield, as temporary
classified employee, Chemistry Technician,
Salary Class 27, at a monthly salary of
\$471, effective February 1, 1968, to
June 30, 1968, be approved.

The meeting was adjourned at 10:04 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
February 13, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle

MEMBERS ABSENT: Dr. Richard A. Loomis

ADMINISTRATORS
PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mr. James Felton, Vice Chairman, Faculty Senate
Mr. Gene Jackson, Chairman, English Department
Mr. Robert Fullerton, Mathematics Department
Mr. Victor Heyden, Communications Department
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mrs. Rachel Wass, Patrons of Palomar
Mr. Robert Thoreson, President, ASB
Mr. Robert W. Holden, President, SDF of T
Mr. Gladden Boaz, Executive Secretary, SDF of T
Mr. J. D. Hodges, Escondido

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business.

There was brief discussion of the minutes of the Regular Meeting of January 23, 1968. It was noted that reference to the Board of Governors for California Community Colleges on page 7, paragraph 3, is incorrect. Dr. Huber was asked to clarify the number of members of the new board who have had previous junior college experience.
It was

MSC Wood, Jaques

RESOLUTION 67-2013

(Approve Minutes:
(January 23, 1968

BE IT RESOLVED, That the minutes of
the Regular Meeting of January 23, 1968,
be approved.

HEARINGS

(Victor Heyden

Dr. Huber stated that Mr. Victor Heyden had requested hearing before the Board on two matters, explanation of which was contained in material submitted to the Board with the Agenda. Dr. Huber explained the Board policy regarding the recognition of employee organizations and discussed the statement of the County Counsel regarding use of the school mail facilities. Mr. Heyden presented a proposal to extend the use of school mail facilities to all individuals or groups and a proposal to initiate a policy in which members of the faculty would not be assigned teaching duties outside the field of his major academic preparation without his written consent. After considerable discussion, the Board requested that the administration investigate further the matter of use of the school mails and the relationship to the U. S. Post Office Department. Mr. Olmstead noted that Mr. Heyden's proposal on assignment of teachers should be processed through regular channels, i.e., the Faculty Senate and the Administrative Council. It was noted that Mr. Heyden's individual case would be a matter of personnel and should be discussed in Executive Session.

COMMUNICATIONS

(Board of Trustees,
(Chabot College

Dr. Huber read a letter dated February 7, 1968, from Mr. Charles W. Stone, President, Board of Trustees, Chabot College, expressing opposition to the proposal to provide full support for the operation of junior colleges by the State of California. After brief discussion, it was

MSC Shadle, Jaques

RESOLUTION 67-2014

(Statement of con-
(currence in opposi-
(tion to full State
(Support of junior
(Colleges, Chabot
(College

BE IT RESOLVED, That the Governing Board of the Palomar Junior College District concurs with the statements of the Board of Trustees of Chabot College regarding full State support of junior colleges; and that the Governing Board will take whatever action within its means to oppose such a proposal.

Dr. Huber read a letter dated February 10, 1968, from Mr. James G. Anson, former student of Palomar College, in appreciation of the Mid-Year Commencement Ceremony, as well as the opportunity to study at Palomar College. (James G. Anson, (Former student

Dr. Jaques extended an invitation to all members of the Board, administration, and faculty, as well as the President of the Student Body, to attend a dinner meeting at the All Saints Episcopal Church in Vista on Monday, February 19, at 6:30 p.m. The speaker will be Dr. Ned Joy, Chairman of the Political Science Department of San Diego State College and his topic will be "Campus Unrest." Dr. Jaques asked Dr. Huber to convey the invitation to the members of the staff not present. (Invitation to (Meeting, Dr. Jaques

Mrs. Adkins reported that a letter to the membership of the Patrons of Palomar has been printed and is ready for mailing; the letter is a request for support of the tax election on March 12. Mr. Olmstead commended the Patrons for their continued support. Mrs. Burns presented a map of Vista and suggested that other such maps be obtained from the other communities in the district. (Patrons of Palomar

Mr. Olmstead stated that he had attended the inauguration dinner for the new ASB officers, and he was very impressed with Mr. Thoreson's remarks. Bob Thoreson reported that the students are being organized into community action groups. These students will canvass the major precincts in the various communities, primarily as a reminder to vote. Dr. Huber stated that there will be an orientation meeting at which the students will be advised upon how to conduct the canvass. (Associated Student (Body

OLD BUSINESS

Dr. Huber stated that the Faculty Salary Committee has asked that the matter of Principles for Salary Development be postponed, since the Board-Faculty-Administration Salary Committee has not yet met to revise the proposal as suggested at the last discussion. (Principles for (Salary Development

NEW BUSINESS

Dr. Huber noted that some time ago, the Board had discussed having Curriculum Reports. It was thought appropriate that the first such report be made by the English Department, which has devised and put into operation an innovative method of teaching basic communication skills to non-transfer level students. Dr. Huber remarked that the problem of teaching these students has been one of concern to all educators for many, many years, and all but Palomar and one other junior college are still using the old methods which have been proven unsuccessful most of the time. Mr. Bergman commented that many different methods have been tried in the past few years at Palomar. The new program is a completely different approach and the results are promising, although the program is not without problems. The program is basically a non-transfer course which can lead to English 1-A for those who want to progress.

(Curriculum Report:
(English Dept.)

Mr. Jackson explained that the course consists of two large sections called English 45A,B,C, which are divided into small discussion groups and labs which may be used for development of writing skills for advancement to English 1-A. Mr. Jackson commented that there are always about 50-60% of entering students who do not qualify for Freshman Composition, or English 1-A, which is required of all transfer students. There were 500 such students last fall. English 45A is a team teaching course, in which the various members of the department use different materials to teach methods of communication. Lectures, as such, are de-emphasized, and audio visual methods are employed as much as possible to demonstrate how language works. There was considerable discussion of the new program. Mr. Jackson noted that there seems to be a better success for students who do go on to English 1-A from 45C. Mr. Bergman commented that the program is experimental and is being watched closely by other schools; and he stated that it is to the credit of the English Department that they were willing to embark upon this program, which involved a tremendous assignment in just preparation, and which seems to be working. Mr. Shadle commented that this innovation is one example of the type of thing that can best be done in a junior college, and a real argument as to why the junior college should not be under State control, which would limit opportunity for such experimental programs.

Dr. Schettler explained that there have been many requests for payroll deductions for tax sheltered annuity programs, each with a different insurance company. Under the present system of data processing, only one additional space would be left for payroll deduction after approval of the present request. Dr. Schettler stated that there are two alternative ways of handling this matter; one would be through a third party who would be paid for his services by the insurance companies, and the second would be to have the funds remanded to the college business office for payment. There are disadvantages in each alternative, and Dr. Schettler suggested investigation before approval of the present request. It was agreed that the matter of approval of the payroll deduction for Connecticut Mutual Life Insurance Company would be postponed until the next meeting.

(Payroll Deduction,
(Tax Sheltered
(Annuities, Connect-
(icut Mutual Life

Dr. Huber explained that since Mrs. Renick acts as coordinator for the Work Experience, Legal-Medical, and Real Estate programs, it is necessary for her to travel; most of this travel is in Southern California and is reimbursable under the Vocational Education Act funds. It was

MSC Jaques, Shadle

RESOLUTION 67-2015

BE IT RESOLVED, That travel expenses throughout the State of California in connection with Work Experience and Legal-Medical programs for the school year 1967-68 for Mrs. Evanelle Renick be approved.

(Approve travel,
(State of Calif.
(Evanelle Renick

Dr. Huber stated that all travel items at district expense are under the approved policy for professional growth; those not at district expense are requests for permission to be absent, and the travel expenses are borne by the organizations involved. Mr. Olmstead requested that in the future, the expense to the district under the use of the college vehicles be included in the total expense indicated. It was

MSC Shadle, Wood

RESOLUTION 67-2016

(Approve travel
(Expenses:

BE IT RESOLVED, That travel expenses
for the following persons be approved/
ratified:

a. Transportation, meals, lodging,
registration fees to attend Conference
of California Association of Teachers
of English, San Francisco, \$230

Gene Jackson, a.
Peter Bollington,
Robert Peacock,
Jack Quintero,
Angelo Carli

b. Transportation, meals, and registra-
tion fees to attend Conference of
Southern California Accounting Educa-
tors, Long Beach, \$21

Carl Senge, b.
H. E. Winter,
Edgar H. Stroot

c. Transportation, meals, lodging, and
registration fee to attend Conference
on Study of Religion in California's
Public Institutions of Higher Education,
UC Santa Barbara, \$70

Roland Phelps c.

d. Transportation, meals, lodging, and
registration fees to attend Coach of
the Year Clinic, Santa Monica, \$123

Mack Wiebe, d.
Jim Clayton,
Tony Lynds

e. Permission to attend UC Conference,
Sacramento, and CTA Legislative Meeting,
San Francisco (no expense to District)

Sheridan Hegland e.

f. Permission to attend Two-Year College
Chemistry Conference, San Francisco
(no expense to District)

Kent Backart, f.
E. Groschwitz,
Irene Petz,
E. Shiwanov

FINANCIAL REPORTS

Report of Budgetary Balances as of January 31,
1968, and Report of Income and Accounts Receivable
was noted.

Budgetary Balances

Report of Collection Deposited in County
Treasury as of January 31, 1968 was noted.

Collection Advices

Report of Use of Facilities by Outside
Organizations During the Month of January, 1968
was noted.

Use of Facilities

Travel Report Involving Use of College-Owned
Vehicles During the Month of January, 1968,
was noted.

Travel Report

MSC Shadle, Wood

RESOLUTION 67-2017

(Approve Purchase
Orders)

BE IT RESOLVED, That Purchase Orders numbered 2063 through 2940, except for those marked "reserved," be approved.

MSC Wood, Jaques

RESOLUTION 67-2018

(Approve Library
Acquisitions)

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian, be approved; and that letters of appreciation be sent to all donors.

MSC Jaques, Shadle

RESOLUTION 67-2019

(Approve Expense
Warrants)

BE IT RESOLVED, That Expense Warrants numbered 781474 through 781738 be approved.

MSC Wood, Jaques

RESOLUTION 67-2020

(Approve Salary
Warrants)

BE IT RESOLVED That Salary Warrants covered by Payroll Orders numbered 15 and 16 be approved.

Dr. Huber stated that all items in the written Report of the Superintendent have been discussed.

(REPORT OF THE
SUPERINTENDENT)

Dr. Huber reported that the Community Newsletter has been printed and is ready for mailing.

Community News-
letter

Dr. Huber distributed copies of the Adult Education and Community Services Newsletter, which is printed in a different format than the one in the Fall. He noted that 5,000 were printed at less than half the cost of the previous bulletin. The mailing list is about 3,000, and additional copies are circulated to various chambers of commerce and other agencies for distribution. The members of the Board commented that this edition is in a much more usable form than the previous one and commended the Dean of Adult Education and Community Services, Mr. Theodore Kilman.

Adult Education &
Community Serv-
ices Bulletin

Dr. Huber announced that the third drama production, "Papa Is All," will begin performances this week. It was noted that the stage setting is a completely different type than those made before and all new. It will be in the center, with a completely different use of the room. Dr. Huber stated that the performances will be given by two different casts, and they will be scheduled in the same manner as the Christmas program.

Drama Productio

The meeting was convened in Executive Session for (EXECUTIVE SESSION
the purpose of discussion of items of Personnel
at 9:20 p.m. The meeting was reconvened in Regular
Session at 9:51 p.m. It was

MSC Wood, Shadle

RESOLUTION 67-2021

BE IT RESOLVED, That the employment of the
following persons as instructors in the
Evening Division for the Spring 1968
Semester be approved:

(Approve employment
(of Instructors,
(Evening: Cassillo,
(Marsala, Quate,
(Sowers

Mrs. Jacqueline A. Cassillo - English
Robert E. Marsala - English
Laurence W. Quate - Real Estate
John C. Sowers - Business

MSC Shadle, Wood

RESOLUTION 67-2022

BE IT RESOLVED, That the temporary employment
of Mr. Ruben Castenada as Gardener, Salary
Class 19, at a salary of \$387 per month, be
approved.

(Approve employment
(of Classified:
(Ruben Castenada

MSC Jaques, Wood

RESOLUTION 67-2023

BE IT RESOLVED, That the employment of
supplemental staff (students and extra-
clerical) as listed on page 9 of these
minutes be approved.

(Approve employment
(of supplemental
(staff, students &
(extra-clerical

Members of the Board heard a report from Mr.
Olmstead on the activities of the Comet Boosters
and Mr. Verne Kahler in the campaign to raise
funds for stadium lights. After considerable
discussion, the members of the Board were urged
to apprise themselves of the program, and it was
noted that no construction on campus would take
place until the Board had given its approval.

(Report on Comet
(Boosters, Campaign
(for Stadium Lights

The meeting was adjourned at 10:20 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
March 12, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. James Soules, Director of Vocational Education
Mr. Theodore Kilman, Dean of Adult Ed. & Com. Serv.

GUESTS: Mr. Sheridan Hegland, Chairman, Faculty Senate
Mrs. Rita White, Vice-Chairman, Faculty Senate
Dr. Roland Phelps, Counseling Department
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Miss Rita Schmidt, Student
Mrs. Anna Soules, Escondido
Mrs. Edwina Hegland, La Mesa
Mr. J. D. Hodges, Escondido
Mr. Bill Cain, Escondido Times-Advocate
Mr. Larry Iovan, Oceanside Blade-Tribune
Mr. Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business.
It was

MSC Loomis, Shadle

RESOLUTION 67-2037

(Approve Minutes:
(February 27, 1968

BE IT RESOLVED, That the minutes of the Regular Meeting of February 27, 1968, be approved.

Dr. Huber reported that there had been no requests for hearings.

(HEARINGS

Mrs. Burns reported that the members of the Patrons had done considerable telephoning on the tax election, and for the most part they had received a favorable response. Mr. Olmstead thanked the Patrons for their wonderful support. (Patrons of Palomar

Dr. Huber noted that the members of the Board had received copies of the following communications: (COMMUNICATIONS

Letter dated February 26, 1968, from Mr. James W. Sutton, in appreciation of Board support of his candidacy for the Board of Governors for California Junior Colleges. James W. Sutton

Letter dated February 27, 1968, from the Board of Trustees of Cerritos College urging continued local control of junior colleges. Cerritos College

Letter dated March 5, 1968, from William F. Cowan, Executive Vice President, Calavo Growers Association, Los Angeles, in appreciation of Palomar College's sponsorship of the avocado lecture series. Calavo Growers Association

Letter dated March 5, 1968, from the Registrar of Voters, notifying the Board of publication of Notice to Declare Candidacy for Governing Board Member Election in the proposed North County Junior College District. Mr. Shadle asked if there is any deadline regarding the publication of pro and con statements or information regarding prospective board members. Dr. Huber stated that this information has not yet been received, and the Board will be notified at the earliest possible time. Registrar of Voters

Dr. Huber read a resolution received from the Valley Center Property Owners Protective Association regarding the tax election. Mr. Olmstead requested that the administration give some thought to the contents of this resolution and recommend a response for the Board. Dr. Loomis commented that the basic information contained in the resolution is incorrect, and it is hoped that this organization and the public can be informed correctly on such matters. Valley Center Property Owners Protective Assn.

(OLD BUSINESS

Dr. Huber stated that the Faculty Salary Committee has met regarding the proposed Principles for Salary Development, and this matter will be taken up at the next regular Board meeting. (Proposed Principles (for Salary Development)

In reply to Mr. Olmstead's question at the last regular meeting regarding the end-of-year status of the Cafeteria last year, Dr. Schettler stated that the Cafeteria had showed a net profit of \$2,916; however, the district had absorbed \$7,079 in wages and salaries. If wages are taken into consideration, the operation of the Cafeteria for the year 1966-67 ended with an over-all net loss of \$4,832. (Cafeteria Report

(NEW BUSINESS

Dr. Huber stated that the members of the Board had received copies of the proposal for the establishment of a Department of Counseling which outlines the duties of the chairman of such a department. The recommendation was made to the Administrative Council, referred to the Division/Department Organization Committee and to the Faculty Senate, both of which approved the proposal, and the matter has been approved as recommended by the Administrative Council. Dr. Huber noted that Dean Burton would be happy to answer any questions. Dr. Loomis asked if this step would affect the services rendered to the student now or if it would augment the existing program. Mr. Burton stated that it would provide an organizational arrangement which would enable one person to give all of his time to counseling; there has been an increase of over 1,000 students in the past three years, and the duties of Dean of Student Personnel and Dean of Admissions combined have increased accordingly. It is felt that the counseling program would be strengthened by having a chairman of counseling to assume the coordination and supervision of the counseling. He noted that the selection of a person to become chairman would be from among the counseling staff now employed, and this person would probably be relieved of classroom duties; there would be no additional staff. It is estimated that each counselor has approximately 300 or more contacts with students in any one semester, over and above the registration period. The involvement of the faculty as advisors at registration periods is very helpful but is limited to that period of time. It is hoped that the person who is named chairman would retain his student contact load for at least the first year of the new organizational system. Dr. Huber stated that the matter is on the Agenda as a matter of information, and in accordance with Board policy, it will be placed on the next Agenda for action. (Establishment of
(Department of
(Counseling

Dr. Huber stated that as the number of staff has increased, it has become more and more difficult to handle the class load of an instructor who is unexpectedly absent for a long period of time. (Procedure for
(Handling Classes
(for Instructors
(Absent

Usually, one or more members of the department absorbs the overload, or if necessary, classes are cancelled. For this reason, the Faculty Senate developed a proposed Procedure for Handling Classes for Instructors Absent over a Long Period of Time. This was presented to the Administrative Council, which body reviewed and revised the plan. It was then referred back to the Senate and approved as revised. Dr. Huber explained the proposed policy as presented. There was considerable discussion, during which it was decided that the duration of time should be included, and the policy should be considered in the light of the present Board policy and the Education Code relative to sick leave. There was some question as to whether or not the district should pay the full salary of an employee who has exhausted his sick leave, even though part is paid to the substitute and part is paid to the absent instructor. It was noted that the main intention of the proposal is to provide compensation for services previously rendered on a voluntary basis by instructors. Mr. Olmstead commented that a matter of Board policy should have all points specified. He suggested that the matter be given further consideration and study and that it be presented again.

Dr. Huber outlined the development of the Student (Student Course Course Rating Sheet, explaining that a faculty (Rating Sheet and student committee had worked together in evolving a rating sheet to be used by the students in evaluating courses. Dr. Huber stated that it was significant that the faculty and students worked closely together in this project. The sheet was approved by the Faculty Senate and by the Student Council. Dr. Huber introduced Miss Rita Schmidt, chairman of the student committee. Miss Schmidt explained in detail the purpose and development of the sheet. It will be distributed to the members of the faculty who will voluntarily distribute it among their students (those who do not wish to participate do not have to do so). The sheets will be collected, and the data will be tabulated and correlated into a mimeographed summary. The material will be kept on file in the Library for use of the faculty and the students. Miss Schmidt explained that many student bodies in various institutions do this on an underground basis, without the cooperation of the faculty, and it is felt that a cooperative effort is not only desirable but more beneficial to all concerned.

Dr. Phelps, chairman of the faculty committee involved in the project, explained that it is felt that the rating sheet would contribute to the improvement of instruction. Mrs. Rita White stated that the Faculty Senate had discussed the matter considerably, and it

was approved by that body. Mr. Shadle commented that it is very courageous of the faculty to participate in this. Dr. Huber stated that a distinction must be made between the student rating sheet and the evaluation of instructors made by the administration each year, which is a part of Board policy and included in the Faculty Manual; he noted that the matter is submitted to the Board as information, and it is not required that the Board approve it. He also noted that a student evaluation form has been available to instructors in the Dean of Instruction's office for a number of years and has been used by many instructors. After brief further discussion, Mr. Olmstead thanked Miss Schmidt and Dr. Phelps for their presentation and commended the student-faculty committee for their work.

Dr. Huber explained that there are several areas on the campus which have never had a topographical survey made. In order to complete the Ten-Year Master Plan properly in time to resubmit it to the State in September, it is proposed that these areas be surveyed. It is estimated that cost for such a survey will be approximately \$1,800, and this is included in the budget. Dr. Huber noted that the original Ten-Year Master Plan was compiled last Fall in a very limited time, and the revision should be more accurate and complete. After brief discussion, it was

MSC Loomis, Shadle

RESOLUTION 67-2038

(Authorize agree-
(ment for topograph-
(ical survey, Ten-
(Year Master Plan

WHEREAS, The annual development, review, and extension of the state required Continuing Ten-Year Plan for Capital Construction requires detailed information of plans for land and building development which can only be accomplished after a detailed topographical survey has been made of the campus,

NOW THEREFORE BE IT RESOLVED, That the Governing Board of Palomar College authorizes the administration to enter into an agreement for a topographical survey of the campus property north of the loop roadway to the northern boundary of the campus, and of the 1967 addition to the campus.

Dr. Huber stated that the geodesic dome in the gymnasium building is virtually useless as a teaching station because of the acoustics and the leakage problem during wet weather. It was noted that at the time of the original construction,

acoustical treatment of the dome was not specified; however, there is space for several classes to be conducted at the same time, but this is impossible because of the noise. Estimated cost of an engineering study for preparation of bidding documents for correction of these problems is \$1,800. Estimated cost of the renovative work is \$25,000. It was noted that the architect's fee for the study will be paid in the usual percentage installments. Dr. Schettler pointed out that the leakage problem exists because the original contractor did not properly assemble the segments of the dome. He also noted that this work would have to be done during a time when school is not in session, as this building is in continuous use during school hours. This item has been on the district's budget for three years and has been struck because of other needs for construction funds. The source of funds will be the restricted capital outlay funds which cannot be used for general operation of the plant, and which are not scheduled for any new construction next year. It was

MSC Shadle, Wood

RESOLUTION 67-2039

BE IT RESOLVED, That the Governing Board authorizes a contract with Paderewski, Dean & Associates, A.I.A., architects, for the preparation of an engineering report, specifications, and other bidding documents for improvement of the geodesic dome of the Gymnasium Building, covering waterproofing and acoustical treatment.

(Authorize contract
(for bidding documents, improvement
(of geodesic dome,
(Paderewski, Dean &
(Associates

Mr. Bergman explained that the new courses in Aeronautics are to provide credit for individual training and instruction at airports, cost to be borne by the student himself, to augment the ground instruction courses offered on campus. This will enable the college to provide a certificate of completion. Formerly, students received pilot training at their own expense, but no credit was given. The courses will entail no cost to the college district. It was

MSC Loomis, Jaques

RESOLUTION 67-2040

BE IT RESOLVED, That the following new courses be approved for submission to the Bureau of Junior College Education as New Graded Junior College Courses:

(Approve new courses
(for submission to
(State Dept. of Ed.

Aeronautics 11, Basic Flight Training
Aeronautics 12, Advanced Flight Training (Commercial)
Aeronautics 13, Advanced Flight Training (Instrumental)

Dr. Huber described the Work Experience Program under the Department of Business, noting that while most of the student jobs involved are in the Business area, some are in other vocational fields. The program has been offered here at Palomar College for a number of years; however, with approval of the state program, assistance will now be available under the Vocational Education Act. Dr. Huber stated that students are given 2 units of credit for four hours per week of work in the various business offices or as clerical help in the departments under one portion of the program. The second portion involves credit for off-campus employment for fifteen hours per week. The students involved meet once weekly under the supervision of Mrs. Renick, coordinator of the program, in class session. Employment is in the area of the student's major field. It was

MSC Wood, Jaques

RESOLUTION 67-2041

(Approve Plan for
(Administration
(and Operation, Work
(Experience Program

BE IT RESOLVED, That the Plan for Administration and Operation of the Work Experience Education Program at Palomar College for the school year 1967-68 be approved.

Dr. Schettler noted that Mr. Baldwin travels in San Diego County and in the Los Angeles area in connection with Gallery exhibits; this travel was approved last year, but it was inadvertently left off this year. Mr. Gaskins also does minimal travel in connection with set construction in the Theatre Arts program. It was

MSC Jaques, Loomis

RESOLUTION 67-2042

(Approve travel,
(State of Calif.,
(1967-68: Russell
(Baldwin, Norman
(Gaskins

BE IT RESOLVED, That travel expenses throughout the State of California be authorized for the school year 1967-68 for the following persons:

Russell Baldwin, Dwight Boehm Gallery
Norman Gaskins, Theatre Arts Program

Dr. Huber noted that programs and reservation forms had been mailed to the members of the Board for the California Junior College Association Spring Conference. Mr. Olmstead and Dr. Loomis indicated that they would plan to attend. It was

MSC Loomis, Jaques

RESOLUTION 67-2043

BE IT RESOLVED, That travel expenses for members of the Governing Board and staff to attend the Spring Conference of the California Junior College Association in Fresno, California, be approved.

(Approve travel expenses, Board (members and staff, (CJCA Spring Conference

Dr. Huber noted that all figures included under requests for authorization of travel expenses include mileage for use of college cars in those instances where college vehicles will be used. It was

MSC Jaques, Shadle

RESOLUTION 67-2044

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(Approve travel expenses:

- a. Transportation (air), meals, lodging, registration fees, and other to attend Western Council on Higher Education for Nursing and Western Regional Committee on Community Nursing Services, San Mateo, \$97 Mary B. Fulton a.
- b. Partial transportation, meals, lodging, and registration fee to attend California Tennis Teaching Workshop, Hayward, \$25 Mildred Ayers b.
- c. Meals, lodging, and registration fee to attend meeting of Southwestern Anthropological Assn., Coronado, \$30 Abraham Gruber c.
- d. Transportation (air), meals, lodging, registration fee, and other to attend California Counseling & Guidance Convention, San Francisco, \$150 Robert Larson d.
- e. Transportation (air), meals, lodging, to attend NDEA Astronomy and Atmospherium Workshops, Pleasant Hill, Calif., and Reno, Nev., \$240 Charles Coutts, Joseph Willis e.
- f. Transportation, meals, and lodging to conduct Geology Field Trip, Zion, Utah, \$160 Joseph Willis, Richard Noble f.

(FINANCIAL REPORTS

The Report of Budgetary Balances as of February 29, 1968, and Report of Income and Accounts Receivable was noted. Dr. Schettler stated that the Budgetary report indicates satisfactory progression in the general fund, with the only place in which it is predicted that expenditures will be

(Budgetary Balances

greater than budgeted being in utilities. There was brief discussion of the effect upon next year's budget if the tax override election fails. Dr. Schettler explained the budgetary procedure in first establishing the budget in the departments, divisions, and business office and then making expenditures within the various accounts.

The Report of Collections Deposited in County Treasury as of February 29, 1968, was noted. (Collection Advices
It was noted that payments from other junior college districts for their students attendance here under interdistrict attendance agreements are not usually received until December or January of the following year. It was also noted that this year the receipts and payments involving MiraCosta College balance out, mainly because of the Registered Nurse and Police Science programs which are now in operation at Palomar College.

The Report of Use of Facilities by Outside Organizations During the Month of February, 1968, was noted. (Use of Facilities

The Travel Report Involving Use of College-Owned Vehicles During the Month of February, 1968, was noted. (Travel Report

After brief discussion, it was

MSC Jaques, Wood

RESOLUTION 67-2045

(Approve Purchase
(Orders

BE IT RESOLVED, That Purchase Orders numbered 2063 through 3130, except for those marked "reserved," be approved.

MSC Wood, Shadle

RESOLUTION 67-2046

(Approve Library
(Acquisitions

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian, be approved; and that letters of appreciation be sent to all donors.

MSC Shadle, Jaques

RESOLUTION 67-2047

(Approve Expense
(Warrants

BE IT RESOLVED, That Expense Warrants numbered 781739 through 781988 be approved.

MSC Jaques, Wood

RESOLUTION 67-2048

(Approve Salary
Warrants)

BE IT RESOLVED, That Salary Warrants included
in Payroll Orders No. 17 and 18 be approved.

Dr. Huber reported that all items in the written Report of the Superintendent had been discussed. He distributed copies of the California Junior College Association Legislative Report; a written report on the American Association of Junior Colleges Convention in Boston, which he had attended; and a written report on the project of the Comet Boosters Club, which will be discussed at the next regular meeting. (REPORT OF THE SUPERINTENDENT)

Dr. Huber reported that he had received word that Robert Hicks, former ASB President, winner of the Junior College Man of the Year Award, and currently studying at Stanford University had been accepted into Harvard Law School under a full scholarship. Dr. Huber noted that Mr. Hicks had served as Commencement speaker at his graduation, and he was a former high school drop-out. Dr. Loomis commented that this is a highly encouraging thing for persons who have faith in the junior college program. (Robert Hicks, former student)

Dr. Huber reported that a bill introduced in the Assembly Committee to delete the section of the junior college finance bill providing that boards may levy at the end of a five year period sufficient taxes to permit operation of the institution without having to go to the voters had been killed in committee. There was brief discussion of the research being conducted under the Junior College Leadership Program at UCLA. (Legislative)

Mr. Olmstead commented that he would urge commendation to the local newspapers which have editorialized in support of the district tax override election. He would like them to know that the Board takes full cognizance of their help, and he asked that letters of appreciation be sent to the editors. (Support of Tax Election)

The meeting was convened in Executive Session at 9:25 p.m. for the purpose of discussion of Personnel items. The meeting was reconvened in Regular Session at 9:50 p.m. It was (EXECUTIVE SESSION)

MSC Jaques, Loomis

RESOLUTION 67-2049

(Approve employment
of Instructor, Evening, Henry W. Gaylor, Jr.)

BE IT RESOLVED, That the employment of Henry W. Gaylor, Jr., as instructor of Human Behavior & Processes, a Community Service Credit Course, for the Spring 1968 Semester, be approved.

MSC Loomis, Shadle

RESOLUTION 67-2050

(Accept resignation,
(Leon Ledbetter

BE IT RESOLVED, That the resignation of Mr. Leon Ledbetter, Maintenance Department, be accepted.

MSC Loomis, Shadle

RESOLUTION 67-2051

(Accept resignation,
(Robert Stanley

BE IT RESOLVED, That the resignation of Mr. Robert Stanley, Custodial Crew Chief, be accepted.

MSC Loomis, Wood

RESOLUTION 67-2052

(Cancel contract of
(employment, approve
(hourly employment,
(Steve Gaston

BE IT RESOLVED, That the employment contract of Mr. Steve Gaston, Maintenance Department, be canceled; and that the employment of Mr. Gaston on a part-time hourly basis, at a salary of \$2.52 per hour, effective March 4, 1968, be approved.

MSC Jaques, Wood

RESOLUTION 67-2053

(Approve employment
(of classified staff
(Jimmie Monroe, John
(Kerr, Don Beveron

BE IT RESOLVED, That the employment of the following persons as classified staff be approved:

- a. Jimmie Monroe as Maintenance Man, Salary Class 25, at a salary of \$427.60 for the month of March, and at a monthly salary of \$449 thereafter, effective March 7, 1968;
- b. John Kerr, as Maintenance Man, Salary Class 25, at a salary of \$363.46 for the month of March, and at a monthly salary of \$449 thereafter, effective March 7, 1968; and
- c. Don Beveron as Custodial Crew Chief, Salary Class 21, at a salary of \$290.70 for the month of March, and at a monthly salary of \$407 thereafter, effective March 11, 1968.

MSC Loomis, Jaques

RESOLUTION 67-2054

(Approve contract
(of employment,
(Student Bus Driver

BE IT RESOLVED, That contract of employment as substitute student bus driver for Curtis H. Flynn, for the Spring 1968 Semester, be approved.

MSC Shadle, Loomis

RESOLUTION 67-2055

BE IT RESOLVED, That the employment of Mr. Vernon Ashbrook as Instructor in the Theatre Arts Department, for the school year 1968-69, be approved.

(Approve employment
(of Instructor,
(1968-69, Mr. Vernon
(Ashbrook

MSC Loomis, Shadle

RESOLUTION 67-2056

BE IT RESOLVED, That the employment of supplemental staff (students and extra-clerical) as listed on page 13 of these minutes be approved.

(Approve employment
(of supplemental
(staff, students &
(extra-clerical

The meeting was adjourned at 10:00 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

rs

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
SPECIAL BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
March 18, 1968 - 12:15 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 12:15 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice-President
Mr. Milo E. Shadle
Dr. Richard A. Loomis

MEMBERS ABSENT: Dr. Tipton L. Wood, Clerk

ADMINISTRATORS
PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Charles Coutts, Dean of Sci., Bus., Tech. Division

GUESTS: Mr. Sheridan Hegland, Chairman, Faculty Senate
Mrs. Rita White, Vice-Chairman, Faculty Senate
Mr. Joseph Willis, Chairman, Faculty Salary Committee
Mr. Robert Fullerton, Mathematics Department
Mrs. Bertha Adkins, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Miss Joan Kattelmann, Student
Mr. Bob Rodriguez, San Diego Evening Tribune
Mr. Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business. Mr. Olmstead announced that this Special meeting had been called for a specific purpose as set forth in the notification, and discussion would be confined to that matter.

Dr. Huber defined the time limitations involved if the Governing Board wishes to call for an election to be consolidated with the primary elections on June 4, 1968. He stated that the legal resolutions calling for the election and requesting consolidation would have to be delivered to the Office of the County Superintendent and the Office of the Board of Supervisors on this date, thence to the Office of the Registrar of Voters on March 21, in order to qualify under the 80 days prior to the election rule. Dr. Huber noted that an election could be called as late as July 16 to be applicable to the fiscal year 1968-69; however, it is felt that if another election is to be called, the most appropriate date would be June 4. Dr. Huber stated that it is the recommendation of the administration that an election be called for that date.

There was considerable discussion regarding the advisability of calling another election. The recommendation is made by the administration on the basis that there was a very small percentage of voters who actually went to the polls, and a primary election will draw an estimated 75-80% of the voters, which will give a more representative vote than the 28% which voted on the recent tax override election. In response to a question as to how the establishment of a single junior college district, which will also be on that ballot, would affect the tax override, Dr. Huber explained that if both issues were approved, the tax override would be in effect for only one year, during which the single district would be in the process of establishment. The new junior college district would be in effect, for all purposes, on July 1, 1969. There was brief discussion of the handling of the bonds and taxes of both junior college districts in the event of consolidation.

Dr. Huber distributed a statistical report on the results of the March 12 election, noting that 16% of all eligible voters voted against the tax override and defeated it. There was considerable discussion of whether or not an election should be called for the same amount. Mr. Hegland, Mrs. White, and Mr. Willis, representing the Faculty Senate and the Faculty Salary Committee, concurred with the administration in recommending that the amount remain at 19¢. After exploration of the various points of view, the Board agreed. Dr. Huber explained the reasons for the need, which involves operational funds for additional staff, replacement and new equipment, and to make up for expected cuts in Federal and State funds. It was

MSC Shadle, Loomis

RESOLUTION 67-2057

(Approve Resolution
(Ordering Maximum
(Tax Election

BE IT RESOLVED, That the Resolution Ordering Maximum Tax Rate Election and Setting Forth the Specifications of the Election Order, pp. 4-5 of these minutes, be approved.

MSC Shadle, Loomis

RESOLUTION 67-2058

(Approve Resolution
(Requesting Consoli-
(dation of Maximum
(Tax Election With
(Direct Primary
(Election

BE IT RESOLVED, That the Resolution Requesting Consolidation of Palomar Junior College District Maximum Tax Rate Election With Direct Primary Election on June 4, 1968, pp. 6-7 of these minutes, be approved.

The meeting was adjourned at 1:00 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
March 26, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ADMINISTRATORS PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.
Mrs. Esther Nesbin, Director of Library Services

GUESTS: Mr. Joseph Willis, Ch., Faculty Salary Committee
Mr. Warren Donahue, Faculty Salary Committee
Mr. Palmer Kremer, Faculty Senate Representative
Mr. Robert Fullerton, Mathematics Department
Mr. Fred Elliott, Life Sciences Department
Mr. Robert Larson, Counseling Department
Mr. Byron Gibbs, Counseling Department
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Charlene Parsons, San Marcos
Mrs. Kathleen E. Stout, San Marcos
Mr. J. D. Hodges, Escondido
Mr. Bill Cain, Escondido Times-Advocate
Mr. Bob Rodriguez, San Diego Evening Tribune

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business.

MSC Loomis, Shadle

RESOLUTION 67-2059

(Approve Minutes:
(March 12, 1968
(March 18, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of March 12, 1968, and the Special Meeting of March 18, 1968, be approved.

Dr. Huber stated that there had been no requests for hearings at this meeting. (HEARINGS:

Mrs. Adkins announced that the Patrons will hold a book sale at a gallery on Tuesday, April 2, at which will be sold some books from the recently acquired Sibley collection, as well as others. In addition, there will be a sale of the furniture and other items of the Wallace estate; this will be held at the Wallace home in Vista on Saturday, April 6; the proceeds will be divided between the Palomar College Development Foundation and the Patrons. (Patrons of Palomar

Mr. Kremer informed the Board that Mrs. White, Vice-Chairman of the Faculty Senate, could not attend the meeting, and he would be representing the Senate in her stead. (Faculty Senate

(COMMUNICATIONS:

Dr. Huber briefly explained the contents of a letter received from Caspar Weinberger, Director of Finance, State of California, in which it is announced that there will be a 6.7% cut in State aid to all schools for the school year 1968-69 under A.B. 272; Dr. Huber noted that all school districts have received this letter and that the reason for the cut is an error in budgeting on the part of the Legislature. Dr. Huber stated that the amount of funds lost to this district would be approximately \$40 - 45,000. He noted that this step on the part of the State is one of the problems predicted by the administration in the campaign for the recent tax override election. Dr. Huber read a draft of a resolution to be sent in response to this letter to the Governor, the Director of Finance, the district legislative representatives, the leaders of the Senate and the Assembly, and the chairmen of the Senate and Assembly education committees. After discussion of the wording, it was (Caspar Weinberger,
(Director of Finance

MSC Shadle, Loomis

RESOLUTION 67-2060

WHEREAS, Palomar College has submitted the financial needs of its educational program to the voters on two occasions, and

WHEREAS, on both of these occasions the elections have failed, and

(Denounce action of
(Director of Finance
(A.B. 272, and urge
(seeking of funds
(for State aid to
(junior colleges
(under Master Plan
(for Higher Educatio

WHEREAS, The Master Plan for Higher Education, as adopted in 1960 by the Legislature, provides for State support in the amount of 45% for junior colleges in California, and

WHEREAS, in fact, the amount of State support for junior colleges has decreased during the period 1960-1968, and

WHEREAS, The Director of Finance has determined that State funds for 1968-69 will be decreased by 6.7%, and

WHEREAS, The Director of Finance has requested the Legislature that a ceiling be put on State aid for 1968-69,

NOW THEREFORE BE IT RESOLVED, That the Board of Governors of the Palomar Junior College District denounces this action on the part of the Director of Finance;

BE IT FURTHER RESOLVED, That the Governor and the Legislature be strongly urged to seek not only the funds for the deficit of 6.7% but to seek additional funds which will allow Palomar College and other junior colleges of the State to conduct a quality educational program.

Dr. Huber stated that the Board had received a resolution from the Valley Center Property Owners Protective Association regarding the tax override election and their reasons for not

(Valley Center
(Property Owners
(Protective Asso-
(ciation, Reply
(to Resolution

supporting it. The Board had directed Dr. Huber to draft a letter in response to the resolution; Dr. Huber read the drafted response. After brief discussion, Dr. Huber was instructed to send the letter, which notes the facts concerning adult education and urges the property owners to seek the support of their legislative representatives.

Dr. Huber noted that the members of the Board had received copies of a letter from Grossmont Junior College District regarding opposition to proposals which would provide full State support for junior college operation and urging support of local control of junior colleges.

(Grossmont College,
(Full Support of
(Junior Colleges

(OLD BUSINESS:

Mr. Willis explained the changes made in the proposed Principles for Salary Development, which is intended as a set of guidelines for discussion and implementation of salary matters and was begun at the suggestion of the Board and administration last year. There was considerable discussion of whether or not paragraph 2, which concerns the development of salaries for evening and summer session instruction, would be more of a mandate rather than guidelines. Mr. Willis explained several methods used by various junior colleges in computing fair compensation for the additional load of evening and summer session classes that would be in line with the instructor's training and experience rather than a straight hourly rate. The Board pointed out that any consideration of salary must by necessity be considered in the light of budgeting, and no policy can be adopted which would restrict this aspect of salary consideration. The Board expressed concern about the marked discrepancy between salaries for evening and summer session courses which are essentially the same classes for the same credit as the regular program, but it was felt that the proposed principles as presented would be more of a policy or a commitment. It was suggested that paragraph 2 be revised and that possibly a preface which would clarify the intent of the document as guidelines could be added. Mr. Willis thanked the Board for the time spent in discussing this matter. (Mr. Willis, Mr. Donahue, and Mr. Fullerton left the meeting at 8:30 p.m.)

(Principles for
(Salary Development

Dr. Huber stated that since the chairman of the Senate Committee which developed the Procedure for Handling Classes for Instructors Absent Over a Long Period of Time was not present, it

(Procedure for
(Handling Classes
(of Instructors
(Absent...

was suggested that discussion of this matter be postponed until the next meeting. He distributed a revised Procedure, as submitted to him by the committee. Mr. Bergman stated that he had met with the committee and explained to them that the Board questioned the provision that an instructor would be paid for a period of time after the conclusion of his sick-leave. There was considerable discussion, during which it was pointed out by the Board that the objection to the proposed policy is to the provision that would, in effect, extend the sick-leave policy. Dr. Huber suggested that consideration be given to the investigation of group salary continuance plans which could possibly be obtained by the district for its employees. It was

Moved by Dr. Jaques, seconded by Dr. Loomis that in connection with the Procedure for Handling Classes for Instructors Over a Long Period of Time, upon the termination of sick-leave, the faculty member or staff member depend upon private disability income or salary continuance insurance at his own arrangement.

After considerable further discussion of the problem of compensating instructors who volunteer to assume overloads for an absent colleague or for substitute teachers, it was

MSC Shadle, Jaques

RESOLUTION 67-2061

BE IT RESOLVED, That the motion made by Dr. Jaques and Dr. Loomis regarding the Procedure for Handling Classes for Instructors Absent Over a Long Period of Time be tabled until the next meeting.

(Table motion on
(Procedure for
(Handling Classes
(for Instructors
(Absent...

(Dr. Loomis voted NO.)

Upon inquiry, Dr. Schettler reported that the firm of Browne & Vogt Engineering Surveyors, Inc., Vista, have estimated the survey at a cost of \$3,000 to \$4,000, and a commitment has been made to them for the job. It was noted that in discussion of this matter at the March 12, 1968, meeting, the amount had been estimated at \$1,800; although the resolution authorized an agreement for the survey, it did not specify an amount because it was not known at that time. Dr. Huber noted that the survey is included in the budget for this year, and Dr. Schettler stated that the funds would be used from the capital construction account

(Survey of Property

(which funds cannot be used for anything else).

(NEW BUSINESS:

Dr. Huber explained that the establishment of a Department of Counseling would be for the school year 1968-69, and the person appointed to the position of Department Chairman would be from among the present counseling staff. Dr. Schettler noted that the cost to the district for this step would be approximately \$400 additional salary for the department chairman. Mr. Burton stated that for the first year, the person assuming the chairmanship would retain both his teaching assignment and, as nearly as possible, his present counseling load; however, he noted that it is hoped that in time these additional assignments can be relieved in order that the chairman can devote full time to the counseling program. It was

(Department of
Counseling

MSC Loomis, Jaques

RESOLUTION 67-2062

BE IT RESOLVED, That the establishment of a Department of Counseling, as recommended by the Administrative Council and the Faculty Senate, effective for the school year 1968-69, be approved.

(Approve establish-
ment of Department
of Counseling

(Mr. Burton, Mr. Larson, and Mr. Gibbs left the meeting at 8:55 p.m.)

Dr. Huber explained the proposed erection of a Planetary Chromosphere, a structure which would provide a landmark on the campus and a sign by which to announce various events taking place on campus in connection with the athletic programs of the college and San Marcos or other high schools. He displayed a drawing of the Chromosphere, noting that the structure will be erected above the cactus garden, considerable distance from any of the present campus buildings. Dr. Huber stated that the erection of the sign is planned as a "kick-off" for the Comet Boosters campaign to raise funds for lighting, Phase I, and eventually a stadium; it will be fully covered by publicity to that end, with the press, radio, and television invited to attend the opening ceremony. The Board suggested that the architects should be consulted regarding whether or not the structure would fit in with the

(Planetary Chromo-
sphere, Comet
Boosters Project

architectural concept of the campus as a whole; they also asked that a more detailed presentation of the project be made by a representative of the Comet Boosters Club prior to approval of the erection of the Chromosphere. Dr. Huber noted that a full outline of the project had been presented to the Board at the meeting of March 12, 1968; he briefly outlined the plan, which involves considerable activity on the part of interested citizens in the various communities served by the college. Dr. Schettler stated that the only cost to the district would be the electricity used, and any liability or other insurance problems would be fully covered by the present district insurance program. It was

MSC Loomis, Jaques

RESOLUTION 67-2063

BE IT RESOLVED, That the resolution to approve the erection of a Planetary Chromosphere in connection with the Comet Boosters Club Project be tabled until the next meeting, and that presentation of the project be made by a representative of the Comet Boosters Club in a limited time of five minutes.

(Table approval of
(erection of a
(Planetary Chromo-
(sphere, Comet
(Boosters Club

Mrs. Nesbin made a detailed report on the programs being developed on a nation-wide basis to provide Library Technicians to help fill the need for additional library staff specifically trained in the various areas of library operation. Written reports on two meetings recently attended by Mrs. Nesbin had been mailed to the members of the Board.

(Report on Library
(Technician Train-
(ing in Community
(Colleges

Mrs. Nesbin explained that the program at Palomar College is very limited at this time; however, there is a complete certificate program for Library Clerk, and there are fully transferrable credit courses for persons preparing for the profession. Mrs. Nesbin noted that at this time, all work actually involving preparation for a professional librarian is done on a graduate level except for general education preparatory courses in the junior college and the four-year institutions. Mrs. Nesbin explained some of the classes taught and plans for the future when there will be more professional teaching staff available for enlargement of the program. She also briefly described the activities of some of the persons who have completed the certificate program. Mr. Olmstead thanked Mrs. Nesbin for her thorough and interesting presentation.

It was

MSC Loomis, Jaques

RESOLUTION 67-2064

BE IT RESOLVED, That travel expenses for San Diego County in connection with the Nursing Education Program for Mrs. Melba Kooyman for the school year 1967-68 be approved.

(Approve travel,
(San Diego County,
(Melba Kooyman

MSC Shadle, Wood

RESOLUTION 67-2065

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(Approve travel
(expenses:

- a. Transportation, meals, and lodging, to attend NDEA Geology Workshop, San Luis Obispo, \$75
- b. Meals, lodging, and registration fee to attend Assoc. of Junior Colleges Journalism Conference, Palo Alto, \$46
- c. Transportation, meals, lodging, registration fees, and other to attend California Business Education Assn. Convention, Coronado, \$242

Joseph Hydock, a.
Joseph Willis,
Richard Noble

Fred Wilhelm b.

Evaneln Renick, c.
Nellie Kline,
E.H. Stroot,
George Toll,
Thomas Humphrey,
Robert Kuretich

(FINANCIAL REPORTS:

The Associated Students Balance Sheet as of February 29, 1968, and Comparison With Previous Year, and Statement of Bookstore Operations were noted. Dr. Schettler reported that the ASB shows a healthy improvement over the previous year's operation, noting that there is an increase in the net profit of approximately \$5,452. There was brief discussion of the report.

(ASB Balances

The Cafeteria Balance Sheet as of February 29, 1968, and Comparative Statement of Income and Expense was noted. Dr. Schettler stated that there is an improvement in the Cafeteria operation over last year during the same period.

(Cafeteria Balances

Dr. Huber stated that most of the items in the written Report of the Superintendent have been covered in previous discussion.

(REPORT OF THE
(SUPERINTENDENT

Dr. Huber briefly summarized the activities of the Development Foundation Board of Directors in connection with the inheritance of the Ralph E. Wallace estate, noting that the car and the home have been sold, and the furniture and personal effects will be sold by the Patrons of Palomar, with 2/3 of the proceeds going to the Foundation and 1/3 to the Patrons. After all bequests are made, an estimated amount of \$40,000 to \$60,000 will be inherited by the Foundation, in addition to the home and personal items.

(Palomar College
(Development
(Foundation

Dr. Huber reported that the State Department representative has met with the administrations of both MiraCosta and Palomar colleges, and a report will be made by him, upon which will be based the pro statement to be sent out with the ballots on the June 4 election. It is the suggestion of the administration that a statement of the position of the Palomar College Board be developed regarding this matter. Dr. Huber will determine the deadline date for submission of statements on the items to be on the June 4 ballot. (April 19, 1968) Dr. Huber reminded the Board that the deadline for filing as candidates for the district's three trustee representatives on the proposed North County Junior College District is April 11. It is hoped that the State Department representative's statement on the formation of the district will be received prior to that deadline.

(North County
(Council of
(Community Colleges

Dr. Loomis stated that he would not be able to attend the CJCA Spring Conference in Fresno, as he had planned; Mr. Shadle stated that he would attend in Dr. Loomis's stead.

(CJCA Conference

Dr. Huber stated that there were items of Personnel to be discussed. The meeting was convened in Executive Session at 9:50 p.m. The meeting was reconvened in Regular Session at 10:29 p.m.

(EXECUTIVE SESSION

The meeting was adjourned at 10:30 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
ADJOURNED REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
April 16, 1968 - 7:30 p.m.
(Adj. from April 9, 1968)

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce De. Jaques, Vice President
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ABSENT: Dr. Tipton L. Wood, Clerk

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel

GUESTS: Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mr. George Allen, San Marcos
Mrs. Charlene Parsons, San Marcos
Mr. Harold Seitz, Valley Center
Mr. Lou Whitwer, Valley Center
Mr. J. D. Hodges, Ramona
Mr. Bill Cain, Escondido Times-Advocate
Mr. Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business.

MSC Loomis, Shadle

RESOLUTION 67-2065

(Approve Minutes:
(March 26, 1968
(April 9, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of March 26, 1968, and the Regular Meeting of April 9, 1968, be approved.

Dr. Huber stated that no hearings had been request-(HEARINGS ed at this meeting.

Mrs. Adkins reported that the sale of the house- (Patrons of Palomar hold furniture and personal items of the Wallace estate, as bequested to the Palomar College Development Foundation, was extremely successful. A large

number of people attended, and there are very few items remaining; these are collectors' items, such as rocks and valuable antique records. The proceeds to date total \$2,197.77. Mr. Olmstead commented that he had attended the sale and was very impressed with the work of the Patrons in the preparation and handling of the sale, as well as by the amount of interest on the part of the public. He commended the Patrons for their excellent work on this project.

Dr. Huber stated that the communications indicated (COMMUNICATIONS on the Agenda are mostly self-explanatory, and the members of the Board have received copies.

Letter of March 26, 1968, from Dr. Max Rafferty, (Dr. Max Rafferty, State Superintendent of Public Instruction, (A.B. 272 regarding A.B. 272 was noted.

Dr. Huber read a letter dated March 20, 1968, from (Assemblyman Greene, Assemblyman LeRoy F. Greene, Chairman of the (Committee on Education, regarding the (tion, A.B. 272 recent notification from the Director of Finance with respect to A.B. 272; Mr. Greene expressed opposition to the proposed reduction in State Aid and stated that he would oppose the bill.

Letter of April 8, 1968, from Caspar W. Weinberger, (Caspar W. Wein- Director of Finance, in response to the Palomar (berger, A.B. 272 College Board of Governors' resolution regarding A.B. 272 was noted.

Letter of April 1, 1968, from Alex C. Sherriffs, (Alex C. Sherriffs, Special Assistant for Education, Governor's Office, (Governor's Office, acknowledging receipt of Palomar College resolu- (A.B. 272 tion regarding A.B. 272 was noted.

Resolution from Board of Trustees, South County (South County JC Joint Junior College District (Alameda and Contra (District, re local Costa Counties), regarding support of local (control control of junior colleges was noted.

Notice of Public Hearing and publication of same, (S.D. County Commit- County Committee on School District Organization, (tee on School Dist- regarding the proposal to form a junior college (rict Organization, district comprised of the present districts and (Notice of Public open high school districts was noted. Dr. Huber (Hearing, Single stated that discussion of this hearing will take (JC District place under the report on the recent meeting of the North San Diego County Council of Community Colleges.

Letter of March 21, 1968, from Assemblyman John (Assemblyman John Stull, with enclosures, regarding junior college (Stull, re junior policies on campus speakers, and state legislative (college speakers counsel opinion was noted. (policies

Letter of March 14, 1968, from Sally P. Bates, President, SD County School Boards Association, regarding two meetings of the Delegate Assembly of CSBA was noted. (Sally Bates, CSBA (Delegate Assembly

Letter of April 8, 1968, from Sally P. Bates, President, notifying members of the Annual meeting of the San Diego County School Boards Association was noted. Dr. Huber suggested that Mr. Shadle might be interested in attending this meeting, since consideration will be given to revision of the bylaws of the organization. (Sally Bates, SD (County School Board (Assn. Meeting

Letter of April 5, 1968, from Mrs. Dorothy L. Proctor, student, expressing appreciation for the opportunity to study under Dr. Schlothauer, Exchange Professor, was noted. (Dorothy L. Proctor, (student, re Dr. (Schlothauer

Dr. Huber read a letter from Dr. Norman E. Watson, Superintendent, Orange Coast Junior College District, enclosing a resolution endorsing A.B. 1014. Dr. Huber explained that this Assembly Bill would revoke Education Code sections now in existence which prohibit payment by a newly created junior college district for use of facilities in other junior colleges. The problem relates to the new Saddleback Junior College and vocational programs for which it does not now have facilities. There was brief discussion of the long-range effect of the current law and the proposed bill; it was noted that Palomar College has specific agreements for reciprocal payment with MiraCosta College and San Diego City Schools, and it is not immediately affected by the present law or the proposed A.B. 1014; however, consideration will be given to a reply in support of the position of Orange Coast College in this matter. (Dr. Norman Watson, (Orange Coast JC (District, re Educa- (tion Code provision (for non-payment of (use of facilities (by a newly formed (JC district

(OLD BUSINESS

Dr. Huber stated that the Faculty Senate Salary Committee has not had opportunity to meet and make their presentation of the revised Principles for Salary Development to the Faculty Senate as yet; they will therefore not make a presentation to the Board at this time. (Principles for (Salary Development

Dr. Huber stated that the chairman of the Senate committee responsible for the proposed Procedure for Handling Classes for Instructors Absent Over a Long Period of Time has indicated that the Senate would like to postpone their presentation until the committee and the Senate have had opportunity to study alternative plans for submission. (Procedure for Hand- (ling Classes for (Instructors Absent (Over a Long Period (of Time

Dr. Huber stated that it is recommended that approval of the erection of a Planetary Chromosphere, under the Comet Boosters campaign program for stadium lighting, be postponed; word has been received from the architect that, in essence, he would approve the structure as appropriate to the campus, but approval of the plans by an engineer is required prior to erection. No action was taken on this matter.

(Planetary Chromo-
(sphere, Comet
(Boosters

(NEW BUSINESS)

Mr. Olmstead reported that the main speaker, Dr. Sherriffs, was very outstanding, and he recommended that printouts of this talk be requested. He stated that this was a well-reasoned talk on the subject of student unrest. Mr. Olmstead noted that it was significant that of the 15 appointed members of the Board of Governors for California Junior Colleges, 13 attended this conference; they contributed to the meetings and were very appreciative of being there. Mr. Olmstead briefly described the reorganization of the CJCA constitution, which will give considerably more representation on the executive board from all areas. Dr. Huber briefly reported on the progress of the newly created Board, noting that the first item of business is the hiring of a chief administrative officer and that the present acting administrative officer will keep all boards closely informed regarding meetings and developments. Mr. Olmstead stated that Dr. Dunn had been responsible for the program and commended him for the excellence of the arrangements for meetings and the organization of the conference as a whole.

(Report on California
(Junior College Assn
(Spring Conference

Dean Bergman reported that the conference was very productive in the instructional area. He stated that the main topic of discussion was faculty evaluations, and it is significant that Palomar is one of only three which still directly supervises classroom instruction by visitation. There are many other methods used, involving interviewing and written reports. There was brief discussion regarding the use of student evaluations at other institutions; Mr. Bergman commented that most institutions have this on a purely voluntary basis, and all campuses have them either sanctioned or unsanctioned.

Mr. Olmstead commended Dr. Huber for the excellence of the program for the California Junior College Man and Woman of the Year-Bank of America Awards, noting

that Dr. Huber had originated the program in his capacity as Chairman of the CJCA Committee on Cooperative Projects With Industry.

Dr. Huber read a letter from General Snedeker, (North County Council Chairman of the North San Diego County Council of Community Colleges, recommending consideration of the Council's proposed statement of its position on the issue to be voted upon in the June 4 election. Dr. Huber read the Council's statement of its position. Dr. Huber stated that the County Committee on School District Organization has the responsibility of appointing two persons to write "pro" and "con" statements concerning the formation of a single North County junior college district. In addition, the State is responsible for presenting an objective report on the financial structure of such a district. Meetings have been held between the administrations of both present districts on several occasions, and they have also met with the State representative who is developing the financial statement.

Dr. Huber described in detail the requirements and problems in the preparation of a statement of the position of the Palomar College Board, as well as the confusion which exists because of the combined issues on the same June 4 ballot. There was brief discussion of the time of the next Board meeting and deadlines which must be met; Dr. Huber will prepare a resolution for Board consideration in this matter for the next meeting. It was suggested that General Snedeker or Dr. Chambless be invited to attend the meeting to represent the North County Council of Community Colleges.

It was noted that while the State Board of Education stresses the supposed advantage of economy in the single district, in actuality the opposite is true, and the public must be made fully aware of the facts prior to the election date in order to correct this misconception. Mrs. Burns suggested that there also be clarification of the trustee areas and the number of representatives for each in such a district. Dr. Huber stated that these are as follows: 3 from Palomar College District, 2 from Oceanside-Carlsbad District (MiraCosta), 1 from San Dieguito High School District, and 1 from the Ramona, Julian and Borrego high school districts combined. Each area votes for its own trustees.

Dr. Huber noted that the Board members have received copies of a drafted tentative budget for the school year 1968-69, which includes a summary of expected income and budgeted income for both

(Draft of Tentative
Budget, 1968-69

the coming year and the year following. The draft is what will be attempted with limited funds. In addition, there is a list of 20 recommended steps to be taken in order to achieve this budget. Dr. Huber noted that the drafted budget reflects a 4% increase over the 1967-68 budget; budget requests, based on very careful analysis, would be an increase of approximately 18% if they were to be accommodated; and the enrollment increase is estimated to be 20%. There was considerable discussion of various details in the drafted budget and the recommended steps to reduce the college program to accommodate the limited budget. The Nursing Program was discussed in detail, and Dr. Loomis emphasized the importance of this program in the community due to rapidly expanding hospital needs and facilities and a severe lack of trained personnel to staff them. It was requested that the list of recommended steps for reduction be expanded to include the actual dollar amounts saved by each change, that a clarification of the present fee schedule and the proposed revisions be made, and that a presentation of possible alternatives be drawn up for consideration. The Board expressed very strong concern that the quality of education at Palomar College must be protected at all costs. Dr. Huber distributed copies of a comparison of the estimated assessed valuation and estimated attendance for the years 1967-68 and 1968-69.

Dr. Huber explained that it has been the practice of the district to employ an auditor for a minimum of two years consecutively; it is the recommendation of the administration that last year's auditor be re-employed for 1968-69. It was

MSC Shadle, Jaques

RESOLUTION 67-2066

(Approve employment,
(Auditor, 1968-69:
(Clark Smith

BE IT RESOLVED, That the firm of Clark Smith, Fallbrook, be employed as auditor for the school year 1968-69, at an annual rate of \$800.00.

Dr. Huber distributed copies of a breakdown of NDEA projects for 1968-69. He explained that under the National Defense Education Act, matching Federal funds are obtained for approved projects; the listed projects have been submitted for approval for application under this program. He explained that the materials to be used under Title III will be used by the Administration-Faculty-Student Committee on Controversial Drugs. It was

MSC Loomis, Shadle

RESOLUTION 67-2067

(Approve resolution
(authorizing appli-
(cation under NDEA
(Title III

BE IT RESOLVED, That Resolution authorizing application for participation in Program of Financial Assistance under NDEA Title III for materials to be used for instructional purposes in narcotics education, in the amount of \$43.42, be approved.

MSC Shadle, Jaques

RESOLUTION 67-2068

(Approve application
(for NDEA funds,
(1968-69

BE IT RESOLVED, That application for participation in Program of Financial Assistance under the National Defense Education Act, for the school year 1968-69, for projects listed as follows, be approved:

Foreign Languages	\$ 7,891
History	8,137
English	7,806
Physical Science	35,718
Mathematics	6,992
Life Sciences	20,998
	<u>\$87,542</u>

MSC Jaques, Shadle

RESOLUTION 67-2069

(Approve travel
(expenses:

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

- | | | |
|---|-----------------|----|
| a. Transportation (mileage) to participate in Chamber Singers Concert, Whittier, \$32 | Joseph Stanford | a. |
| b. Transportation (mileage) to attend Symbiosis Symposium, Fullerton, \$20 | Robert Ebert | b. |

Dr. Huber stated that there have been a number of meetings of the steering committee on the tax election campaign. It is recognized that there will not be a problem of getting out a sufficient number of voters--it is anticipated that there will be a 60-70% turn-out. In analyzing the March 12 election, three factors have emerged as significant: the public does not wish to have taxes raised for any reason, there is a tremendous amount of misinformation (some of which has been deliberately circulated), and there is an antagonism in the public toward education in general. There was brief discussion on plans being developed to counteract these problems; it was noted that there is, in addition, a problem of funding the campaign.

(Tax Election
(Campaign, June 4

(FINANCIAL REPORTS)

Report of Budgetary Balances as of March 31, 1968, (Budgetary Balances and Report of Income and Accounts Receivable was noted. Dr. Schettler commented that there are adequate unencumbered balances in all accounts as of this period. There was brief discussion of the Undistributed Reserve.

Report of Collections Deposited in County Treasury as of March 31, 1968, was noted. (Collection Advices

Report of Use of Facilities by Outside Organizations During the Month of March, 1968, was noted. (Use of Facilities
Mr. Olmstead distributed copies of a Statewide Survey Report on Community Service Tax and Its Uses. He pointed out that the Community Service Tax is a separate fund which is levied for a specific purpose under special law and should be used as fully as possible.

Travel Report Involving Use of College-Owned Vehicles During the Month of March, 1968, was noted. (Travel Report
Travel for field trips was briefly discussed.

Following brief discussion of the annual insurance premium, it was

MSC Loomis, Jaques

RESOLUTION 67-2070

(Approve Purchase Orders

BE IT RESOLVED, That Purchase Orders numbered 2063 through 3411, except for those marked "reserved," be approved.

MSC Jaques, Loomis

RESOLUTION 67-2071

(Approve Library Acquisitions

BE IT RESOLVED, That acquisitions by Donation and Purchase, as reported by the Librarian, be approved; and that letters of appreciation be sent to all donors.

MSC Shadle, Jaques

RESOLUTION 67-2072

(Approve Expense Warrants

BE IT RESOLVED, That Expense Warrants numbered 781989 through 782320 be approved.

MSC Shadle, Jaques

RESOLUTION 67-2073

(Approve Salary
Warrants)

BE IT RESOLVED, That Salary Warrants under
Payroll Orders No. 19 and 20 be approved.

Dr. Huber stated that all matters in the written
Report of the Superintendent have been covered
under previous discussion.

(REPORT OF THE
SUPERINTENDENT)

The meeting was convened in Executive Session
at 9:35 p.m. for the purpose of discussion of
items of Personnel. The meeting was reconvened
in Regular Session at 10:30 p.m. It was

(EXECUTIVE SESSION)

(PERSONNEL)

MSC Loomis, Shadle

RESOLUTION 67-2074

(Accept resignation,
Classified: Don
Beverson)

BE IT RESOLVED, That the resignation of
Donald Beverson, Custodial Crew Chief, effect-
ive March 21, 1968, be accepted.

MSC Jaques, Loomis

RESOLUTION 67-2075

(Approve termination
of employment,
Classified: Jim
Monroe)

BE IT RESOLVED, That the termination of employ-
ment of Jim Monroe, Maintenance Man, effective
April 12, 1968, be approved.

MSC Jaques, Loomis

RESOLUTION 67-2076

(Approve employment
of Classified:
Edward Elcsisin)

BE IT RESOLVED, That the employment of Mr.
Edward C. Elcsisin as Custodial Crew Chief,
Salary Class 21, at a salary of \$185 for the
month of April, 1968, and at a salary of \$407
per month thereafter, effective April 17, 1968,
be approved.

MSC Loomis, Shadle

RESOLUTION 67-2077

(Approve employment
of students)

BE IT RESOLVED, That the employment of supple-
mental staff (students), as listed on page 9
of these minutes, be approved.

The meeting was adjourned at 10:34 p.m.

(ADJOURNMENT)

P r e s i d e n t

C l e r k

rs

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
SPECIAL BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
April 30, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Charles A. Coutts, Dean of Sci., Tech., Business
Mr. Theodore Kilman, Dean of Adult Ed., & Com. Serv.

GUESTS: Mrs. Rita White, Vice Chairman, Faculty Senate
Mr. Warren Donahue, Ch., Mathematics Department
Mr. James Felton, Business Department
Mr. Richard Noble, Earth Sciences Department
Mr. Byron Gibbs, Counseling Department
Mr. John Barlow, Ch., Art Department
Mrs. Evelyn Dallas, Palomar Chapter, CSEA
Mrs. Margaret Parry, Palomar Chapter, CSEA
Mrs. Elizabeth Archambault, Palomar Chapter, CSEA
Mrs. Grace Burns, Patrons of Palomar College
Mrs. Martha Fox, No. Co. Council of Community Colleges
Mr. R. D. Ritter, Student, San Diego State College
Mrs. Charlene Parsons, San Marcos
Mr. J. D. Hodges, Ramona
Mr. Bill Cain, Escondido Times-Advocate
Mr. Bob Rodriguez, Evening Tribune
Mr. Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, and the meeting proceeded with the order of business. Mr. Olmstead welcomed the guests and introduced Mr. Ritter, a graduate student of San Diego State College, who is visiting as an observer for a study program in which he is participating. Mr. Olmstead noted that the meeting is a Special Meeting, and only those items listed on the Agenda may be discussed; any other presentations must be postponed until the next Regular Meeting. It was

MSC Jaques, Shadle

RESOLUTION 67-2078

(Approve Minutes:
(April 16, 1968

BE IT RESOLVED, That the Minutes of the
Adjourned Regular Meeting of April 16,
1968, be-approved.

Dr. Huber noted that the members of the Board had received copies of each of the communications listed on the Agenda. (COMMUNICATIONS

Letter of April 18, 1968, from Joseph Kase, Jr., Deputy County Counsel, containing opinion on the legality of the make-up of the County Committee on School District Organization and its activities was noted. Dr. Huber briefly reviewed the events leading to the Board's questioning of the legality of the organization of the County Committee on School District Organization and asked Mr. Shadle to comment regarding the opinion of the County Counsel. Mr. Shadle stated that it was his feeling that the interpretation of the County Counsel was somewhat contradictory, since the County Superintendent had on several occasions stated to him that the organization is illegal. At this time, the representation on the County Committee for School District Organization is limited to representatives of union high school or unified school districts. Mr. Shadle felt that the County Counsel has expressed the opinion that while this is somewhat improper it is legal, and he could not agree with that opinion. Dr. Huber stated that it would be in order for the Board to authorize that a letter be sent to the County Superintendent to the effect that this district has received this opinion, of which he has a copy, pointing out the problems and questions, and urging that a correction be made at the next meeting of the County Trustees. It was (County Counsel, re
(County Committee on
(School District
(Organization

MSC Shadle, Jaques

RESOLUTION 67-2079

BE IT RESOLVED, That the San Diego County Superintendent of Schools be requested to amend the voting procedure for the San Diego County Committee on School District Organization to remove any qualifications for membership on the said committee except those stated by law. (Request County Superintendent to
(amend voting procedure, County Committee on School
(District Organization

Dr. Huber read a Bulletin dated April 17, 1968, (L.E.Messersmith, from Lloyd E. Messersmith, Executive Director, (CJCA Revised Con- enclosing the CJCA Revised Constitution and Newly (stitution & Region- Created Regional Alignment. Dr. Huber stated that (al Alignment the CJCA is requesting that representatives of the Board, administration, and faculty attend a meeting to elect representatives to the Delegate Assembly, which would in turn be responsible for electing a Board of Directors for the CJCA. There was brief discussion, and it was noted that the elected representatives from this region would serve until 1970; it was also noted that the Revised Constitution and Regional Alignment for the CJCA will be approved at this meeting. A member of the Board will be appointed to attend this meeting as representative of the Palomar College trustees.

A Bulletin dated April 17, 1968, from Lucy (Lucy Morissette, Co. Morissette, Education Legal Clerk, County Depart- (Dept. of Ed., County ment of Education, enclosing County Counsel opin- (Counsel Opinion on ion interpreting the Education Cost Section (Board Agendas relative to Governing Board Agendas was noted. Dr. Huber stated that this material is sent out from the County Office as a matter of information, and the Palomar College Board is operating in accordance with the opinion expressed by County Counsel in this communication.

Letter dated April 18, 1968, from Robert E. (County Counsel, re Hutchins, Deputy County Counsel, enclosing County (Use of School Mail Counsel opinion on the use of school mail facili- (Facilities ties, was noted. Dr. Huber stated that this opinion was requested by the Board in response to requests to use the school mail facilities by certain organizations which are not recognized under the present Board Policy. Dr. Huber read the points of opinion stated by the County Counsel. He stated that there are a number of organizations and individuals on campus who do use the school mails for communicating with members of the staff, both classified and certificated. The problem is that evidently the Board policy which states that the mail facilities may be used by recognized organizations has been abrogated by the Postal authorities, with reference to the Private Express Statutes. Dr. Huber described the problem in considerable detail. Mr. Donahue asked if it is reasonable to request that all organizations be permitted to use the facilities until the question is resolved, or that none be allowed, so that the rule is consistent for all until there is a specific policy forthcoming. Mr. Olmstead noted that this was an administrative decision until Board policy or action had been taken. It was noted that a more specific ruling will be sought from the Postal Authorities regarding the points raised by the County Counsel on the Private Express Statutes.

(OLD BUSINESS)

Dr. Huber stated that the Board had requested that (Drafted Tentative the 20 recommended steps for operation of the (Budget, 1968-69 college with limited funds be examined by the staff for specific amounts. This has been done, and the Board has received a fairly accurate estimate of the savings involved in the reduced program. Certain items have been submitted in detail. Dr. Schettler described the savings involved in the discontinuance of the lease-purchase agreement on the two new busses purchased last year. There was considerable discussion, and the Board expressed the feeling that although this seemed a necessary deletion, it would affect those students most in need of assistance in transportation, and the Board has always favored providing transportation if possible; this reduction will be done with extreme reluctance. It was noted that the bus which is owned by the college is adequate for use in field trips and athletic events involving short distances, as well as the fact that there are five carry-alls for use in these activities if necessary. It was also noted that there is no way to recover the investment already in the two new busses; however, rental over this same period would have been more expensive. It was

MSC Jaques, Wood

RESOLUTION 67-2080

(Notify discontinu-
ance of Lease-
Purchase Agreement
on Busses, Crown
Coach Co.)

BE IT RESOLVED, That the estimated cost per student for bus transportation is \$340, and that because of the pressures of the financial situation, the continuance of bus services in the Palomar Junior College District must be considered a luxury which can no longer be afforded (regardless of whether or not the tax override is passed on June 4, 1968), and that the Crown Coach Company be notified that the Lease-Purchase Agreement on the two 1967 busses will be discontinued as of June 15, 1968.

There was considerable discussion of several other recommended cuts in the operation, and Dr. Loomis commented that he has had regrets expressed to him many times in his community that the Adult Education program must be curtailed. It has not yet been determined exactly which classes will be cut and which retained, but this information will be available with the tentative Fall class schedule, which is in process of development at this time. Dr. Wood suggested that the Board should take the responsibility

of actively involving itself in the decisions regarding the reduced class schedule.

There was considerable discussion on the problem of not starting a second class in the RN Program. It was noted that there are 40 students who will begin their general education requirements in the Fall semester, although they will not be able to begin their actual professional training classes and laboratories until July 1, 1969, when the present class has completed its program.

There was also discussion on the problems of not having a college nurse for health services to serve a campus with nearly 3,000 students, not to mention the evening students. It was noted that there is a specific procedure for first aid which is distributed to all members of the staff; the Board requested that they be given copies of this for their information. Dr. Loomis also requested that County Counsel be consulted as to the legality of maintaining a campus of this size with no school nurse.

After considerable further discussion, Dr. Huber stated that the tentative budget will remain on the Agenda for some time, until the actual adoption of the Preliminary Budget in June, and further information will be provided regularly on all items of concern.

(NEW BUSINESS

Mr. Bergman noted that the Summer Session 1968 Class Schedule follows the day program in pattern, offering classes in most departments and giving the student (from Palomar, the high schools, or from four-year institutions) a fairly well-rounded choice of subjects. However, there will be no evening classes offered, primarily because of the situation discussed above. Mr. Bergman commented that there were approximately 1,200 students in attendance last summer, and this schedule operates to the limit of the budget. The Nursing Program was again discussed briefly, and it was noted that this program is partially supported through the Vocational Education Act. After considerable discussion, it was

(Class Schedule,
(Summer 1968

MSC Loomis, Jaques

RESOLUTION 67-2081

BE IT RESOLVED, That the Class Schedule for the Summer Session 1968 be approved.

(Approve Class
(Schedule, Summer
(Session, 1968

Dr. Schettler explained that a clarified statement (Fee Schedule, of the proposed Tuition and Fees Schedule (prev- (1968-69 iously presented at the meeting of April 16, 1968) has been mailed to the Board members. There was considerable discussion of each item on the schedule, and Dr. Schettler explained the difference in cost between classes taught by regularly contracted teachers and those on an hourly basis. It is the suggestion of the administration, as noted in the 20 recommended steps for implementing the program under limited funds, that fees for Extended Day, Adult Education and Summer Session courses, and Materials Fees be raised to provide additional funds from which to augment the expenses of presenting these courses. It was also noted that these fees would not be applicable to students under 21 years of age or to adult students taking 10 units or more and pursuing a full A.A. degree program. There was considerable discussion regarding the propriety of the fees and the necessity for raising them, as well as the suggested amounts. It was noted that the ASB membership fees for full and part-time students have not yet been determined by the Student Body, and that Tuition Fees for out-of-state students are set by law in the State and cannot be changed by the district. There was discussion of the establishment of residence for junior college attendance purposes, which does not require a full year's residence, as in the case of voting. Mr. Burton explained these requirements in detail. It was

Moved by Dr. Loomis, seconded by Dr. Jaques, that the Fee Schedule for the School Year 1968-69 be approved.

After considerable further discussion, it was

Moved by Mr. Shadle, seconded by Dr. Wood, that the motion be amended to the effect that the Extended Day, Adult Education and Summer Session Courses fees be increased to: 1) 8.00; 2) 16.00; 3) 24.00; 4) 32.00-40.00; 5) 24.00; and 6) 10.00. (MOTION TO AMEND DEFEATED after the following discussion)

It was pointed out that the expense would prevent many persons who most need further education and who must work to earn a living from attending much needed classes in the evening. Dr. Jaques expressed the feeling that no fees whatever should be charged for any classes, if that were possible; Dr. Loomis agreed. Dr. Huber pointed out that this is in keeping with the feeling of the State of California for many years in their development of free public education, and it is one of the primary attractions to the State for industry and private citizens. It was suggested that this matter be postponed to give the

Board time for further consideration, but it was pointed out that the Summer Session Schedule must include fees and should be printed as soon as possible, as the public is already making inquiries about it. It was

MSC Loomis, Jaques

RESOLUTION 67-2082

(Approve Tuition &
(Fees Schedule,
(1968-69

BE IT RESOLVED, That the Tuition and Fees Schedule for the school year 1968-69 (see pp. 10-12 of these minutes) be approved.

Dr. Huber stated that a report will be presented at the end of the Summer Session 1968 on the effect of the new fee schedule.

Dr. Huber read the proposed resolution on the formation of a single junior college district in North San Diego County. Mr. Olmstead read a suggested substitution for paragraph 4, and the members of the Board agreed that it should be included; paragraph 5 was amended to add the phrase "and no such override tax is included in the proposal"; and the final paragraph was amended by the substitution of the word "opposes" for "does not recommend" and the deletion of the phrase "at this time." There was considerable discussion of the resolution, during which it was pointed out that the number of voters in the Palomar Junior College District is considerably greater than in any of the other districts to be included in the proposed single junior college district, and the trustee representation is not adequate from the standpoint of fair representation. Dr. Schettler was asked to determine, if possible, the actual population of the various districts involved, or at least the voting population. It was

(Resolution on Forma-
(tion of a Single
(JC District in No.
(San Diego County

MSC Loomis, Jaques

RESOLUTION 67-2083

(Adopt Resolution
(Opposing Formation
(of Single Junior
(College District in
(North San Diego Co.

BE IT RESOLVED, That the Resolution Opposing the Formation of a Single Junior College District in North San Diego County, as amended (see p.13 of these minutes), be adopted.

MSC Shadle, Loomis

RESOLUTION 67-2084

(Approve travel
(expenses

BE IT RESOLVED, that travel expenses for the following persons be approved/ratified:

(continued)

- | | | |
|---|---|----|
| a. Transportation and meals to attend Council of Junior College Foreign Language Department Chairmen, Long Beach, \$12 | Adolph Heyne | a. |
| b. Transportation and lodging to attend Conference on the Library in Society, USC, Los Angeles, \$12 | Esther Nesbin | b. |
| c. Meals only to attend Junior College Chemistry Workshop, Santa Ana, \$8 | Kent Backart,
Irene Petz,
E. Groschwitz,
E. Shiwanov | c. |
| d. Transportation, meals, lodging, and registration fee to attend California Council of Geography Teachers, Hayward, \$35 | Richard Noble | d. |

(FINANCIAL REPORTS

The Associated Students Balance Sheet as of March 31, 1968, and Comparison With Previous Year; and Comparative Statement of Income and Expense was noted. Dr. Schettler stated that this is a most satisfactory report for this period of the year; it was noted that the Bookstore is now bringing up accounts again after the write-off last year of obsolete inventory.

(ASB Balances

The Cafeteria Balance Sheet as of March 31, 1968, and Comparative Statement of Income and Expense was noted. Dr. Schettler reported that the operation of the Cafeteria during the month of March resulted in a net profit, which offsets the losses incurred in some of the previous months. The Cafeteria operation is quite satisfactory compared with the previous year at this time.

(Cafeteria Balances

Dr. Huber stated that all matters in the written Report of the Superintendent have been covered under previous discussion.

(REPORT OF THE
(SUPERINTENDENT

Mrs. Martha Fox stated that the North County Council for Community Colleges would like to have authorization or direction from the Palomar College Board as to its activities in connection with assisting with the campaign for the June 4 election. It is noted that the Board opposes the formation of a single junior college district, and the NCCCC would like to be of assistance in every way possible in presenting the facts to the public. Dr. Huber reported that the letter from the NCCCC was read and acknowledged at the last meeting of the Board. It was decided then that the first action of the college Board would be to take a position on the issue, which it has done tonight.

(North County
(Council of Communi-
(ty Colleges

Further, the State Department of Education's Statement on Official Information and Statistics has just been received and will be duplicated. It is 16 pages in length and is a Xeroxed copy. This document will be reviewed at the public hearings on May 22 and 23. The Board suggested that any dissemination of information which the NCCCC would do in light of the Board's resolution would be quite acceptable. It was noted that because this is a Special Meeting, no specific action can be taken to authorize proceeding on the basis of the resolution in opposition adopted by the Palomar Board of Governors, but the Board does appreciate the assistance of the NCCCC, and its representatives to that body will convey the feelings of the Board at the next meeting of the NCCCC.

The meeting was convened in Executive Session at 9:55 p.m. for the purpose of discussing items of Personnel, including the evaluation of Probationary Staff with the Dean of Instruction. It was (EXECUTIVE SESSION

MSC Jaques, Wood

RESOLUTION 67-2085

BE IT RESOLVED, That the employment of Mr. Clair F. Runyan as temporary instructor in the Social Sciences Department, on an hourly basis, be approved.

(Approve employment
(of Instructor,
(Social Sciences:
(Mr. Clair F. Runyan

MSC Loomis, Shadle

RESOLUTION 67-2086

BE IT RESOLVED, That the employment of Mr. Allison Gronberg as instructor in the Adult Education Program for the Spring Semester 1968, be approved.

(Approve employment
(of Instructor,
(Adult Education:
(Mr. Allison
(Gronberg

The meeting was adjourned at 10:40 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by Dr. Bruce D. Jaques, Vice President. (Call to Order)

MEMBERS PRESENT: Dr. Bruce D. Jaques, Vice Pres. (Roll Call)
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ABSENT: Mr. Morse Olmstead, President

ADMINISTRATORS PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Robert E. Bowman, Dean of Student Activities
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mrs. Rita White, Vice Chairman, Faculty Senate
Mrs. Evanel Renick, Ch., Business Department
Mr. Warren Donahue, Ch., Mathematics Department
Mr. Leo Ward, President, Palomar Chapter, AFT
Mr. Wayne Armstrong, Life Sciences Department
Mr. Robert Ebert, " " "
Mr. Fred Elliott, " " "
Mr. Wade Snyder, " " "
Mr. James Felton, Business Department
Mr. Palmer Kremer, Social Sciences Department
Mr. Edwin Groschwitz, Chemistry Department
Mr. Russell Baldwin, Art Department
Mr. Joseph Brennan, Physical Education Department
Mr. Chris Pagakis, " " "
Mr. Jack Quintero, English Department
Mrs. Diane Bohanan, " "
Mr. Robert Larson, Counseling Department
Mr. Byron Gibbs, " "
Mrs. Gert Coulter, Palomar Chapter, CSEA
Mrs. JaDene Dugas, " "
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. Dave Tennebaum, Paderewski, Dean & Assts., Arch.
Mr. J. D. Hodges, Ramona
Mr. Robert W. Holden, San Diego AFT
Mr. Peter Brown, San Diego Union
Mr. Bob Rodriguez, San Diego Evening Tribune
Mr. Bil Cain, Escondido Times-Advocate
Mr. Scott Boyles Administrative Assistant

Dr. Jaques declared a quorum present, and the meeting proceeded with the order of business. It was

MSC Shadle, Loomis

RESOLUTION 67-2087

(Approve Minutes:
(April 30, 1968

BE IT RESOLVED, That the Minutes of the Special Meeting of April 30, 1968, be approved.

Dr. Huber reported that there had been no requests (HEARINGS for hearing at this meeting. Dr. Jaques inquired whether any persons wished to be heard; there were none.

(COMMUNICATIONS

Letter dated May 1, 1968, from Mr. Joseph Brennan, (Joseph Brennan, President, Palomar Chapter, CTA, regarding the (Palomar Chapter, proposed Principles for Salary Development was (CTA; Principles for noted. Dr. Huber stated that this matter will be (Salary Development discussed under Old Business.

Dr. Huber stated that notices of two public hear- (Notices of Hearings, ings on the proposed Single North County Junior (Proposed Single College District have been scheduled; one will be (North County Junior on May 22 at Carlsbad High School Cafeteria and (College District will be conducted by Russel Gross; the second will be on the following night, May 23, at Conway School in Escondido and will be conducted by Lomax Smith. Dr. Huber noted that there will be representatives of the North County Council for Community Colleges at both meetings, and he urged that the Board members plan to attend at least one as observers. The purpose of the meetings is primarily to review the State Department Report, following which members of the audience may make any statements or comments. It was determined that Mr. Shadle plans to attend the meeting in Carlsbad with Dr. Huber, and Dr. Schettler will attend the meeting in Escondido, probably with Mr. Olmstead and/or Mr. Shadle.

(OLD BUSINESS

Dr. Huber reviewed previous discussion of the (Drafted Tentative drafted tentative budget for the school year (Budget, 1968-69 1968-69, noting that the Board had requested further information regarding the proposed steps to be taken for operating under limited funds. In connection with this, the Board requested an opportunity to review the classes offered under Adult Education and Community Services. Mr. Olmstead had requested that he be present for discussion on Community Services; however, Mr. Kilman has presented a listing of courses in Adult Education now offered and those planned under the limited budget. Mr. Kilman explained

that the listing includes only those courses under Adult Education and does not include evening classes for credit. The listing is taken from the offerings of the Spring 1968 semester, and the classes deleted were decided upon on the basis of attendance. Those classes which were the strongest over the last three semesters on the average were those which were retained. It was noted that the facilities will be utilized in the evening just as much, as there will be continued credit course offerings. Dr. Loomis commented that a major function of a community college is being forsaken with this step. It was noted that citizenship and language courses required by law are retained in the limited program. Dr. Huber stated that there were no other items in connection with the budget to be discussed which have not been previously presented; however, he pointed out that the previous discussion regarding the school nurse referred to a person who would be hired if funds were available.

Mr. Donahue was recognized and stated that he was attending as representative of the Faculty Senate and the Faculty. He stated that the Faculty is recommending a salary schedule for the school year 1968-69 of \$8,000 to \$16,000. He stated that secondly, the recommendation is that the Principles for Salary Development, as submitted previously, be reaffirmed.

(Senate Salary Committee: Salary Recommendation Principles for Salary Development)

Dr. Huber recalled that the Board had previously reviewed the Principles for Salary Development and had made three suggestions: 1) that there should be a preface which would include a delineation as to the application and use of the principles as guidelines; 2) whether the term "will" should be substituted for the term "shall"; and 3) the question as to whether paragraph 2 could be applied and if so, methods by which it would be put into operation should be studied and presented. Dr. Huber noted that the Salary Committee is now studying the possible ways and formulas under which paragraph 2 could be applied and how it would affect the budget. However, this study has not yet been completed and there is no report to make on it.

(Principles for Salary Development)

There was considerable discussion, during which it was noted that the Board has always indicated their wish to change the \$7 hourly rate for evening and summer session instructors' salaries; however, in the past it has not been possible to do this within the budget. It was suggested that although the Faculty is satisfied with the proposed Principles for Salary Development, the Board is not as it now stands. The Board is in favor of having principles, and the matter should be referred to the administration or the Joint Faculty-Administration-Board Salary

Committee for study prior to adoption. It was also suggested that those items with which the Board does agree could be approved at this time; however, there was not general consensus. It was noted that this matter has been under study for two years, although the initial presentation of the Principles was made last Fall, and it is hoped that a conclusion can be reached on this matter this year in order to provide guidelines for future salary development. It was also noted that any change in salaries, full-time day or hourly, would be a budgetary problem at this time, since the budget is already being severely cut back in order to cover the present program and salaries. Dr. Jaques stated that the matter is referred to the administration for study as to cost and for further study with the Salary Committee on the recommended changes as suggested by the Board.

(NEW BUSINESS)

Dr. Huber stated that the final Statement on Academic Freedom, as approved by the Faculty Senate and by the Administrative Council, is presented as a matter of information at this meeting, in accordance with Board policy, and it will be in the Agenda for approval at the next meeting. The Statement contains the rights and responsibilities of all members of the staff in the institutional situation. The members of the Board commended the Faculty and the Senate for the well-thought-out and appropriate statement and for their work in its development. Mrs. White recommended its adoption. Dr. Huber stated that it will be on the Agenda for adoption at the next meeting.

(Statement on
Academic Freedom)

Dr. Huber introduced Mr. Ward, President of the Palomar Chapter, AFT. Dr. Huber noted that the Palomar Chapter of the American Federation of Teachers has complied with the Board Policy in their request for recognition as an employee organization on campus. It was

MSC Loomis, Shadle

RESOLUTION 67-2088

BE IT RESOLVED, That the Palomar College Chapter of the American Federation of Teachers be recognized as an employees' organization, in accordance with Board Policy, for the school year 1967-68.

(Recognize as Em-
ployees' Organiza-
tion, Palomar
Chapter, AFT)

Mr. Ward requested that Mr. Robert Holden, President of the San Diego Federation of Teachers, be permitted to make a statement to the Board regarding the organization; after brief discussion, Mr. Holden was

recognized. He read a prepared statement on the goals and purposes of the AFT as it relates to the staff at Palomar College; announcing the support of the American Federation of Teachers, the California Federation of Teachers, and the San Diego Federation of Teachers in their activities; and urging the full cooperation of the Board and administration.

(Mr. Ward, Mr. Holden, and other members of the staff left the meeting at 8:20 p.m.)

After brief discussion, it was

MSC Loomis, Wood

RESOLUTION 67-2089

BE IT RESOLVED, That the gift of an Auxiliary Power Turbine Engine from the Solar Aircraft Division of International Harvester Company, San Diego, be accepted; and that the agreement releasing that company from damages, expenses, liabilities, and claims arising from use of the above mentioned engine by Palomar College and its personnel and students be approved.

(Accept gift, Turbine Engine, Solar Aircraft; and approve agreement releasing liability on same)

Dr. Huber explained that the request for authorization to call for bids on various items is a yearly procedure for several services and goods, as listed on the Agenda; Dr. Schettler noted that it is desirable to call for bids at this time in order to get firm figures for inclusion in the Preliminary Budget, which will be adopted in June. It was also noted that the hospitalization will be the same type as is currently carried, and indications are that the insurance committee will recommend the same carrier; with no change in the present coverage. It was

MSC Loomis, Wood

RESOLUTION 67-2090

BE IT RESOLVED, That the administration be authorized to call for bids on the following items for the school year 1968-69:

- a. Rental of Data Processing Equipment;
- b. Guard Services;
- c. Custodial Supplies;
- d. Gardening Supplies;
- e. Milk and Milk Products;
- f. Maintenance of Manual Typewriters;
- g. Group Hospital and Medical Insurance;
- h. Athletic Supplies.

(Authorize calls for bids: Data Proc., Guard Serv., Custodial and Gardening Supplies, Milk and Milk Products, Typewriter Maint., Hosp. & Med. Ins., and Athletic Sup.)

Dr. Schettler explained that the parking lot in front of the Administration Building and Library is rapidly deteriorating, and major repairs are needed to avoid problems during the next rainy season. He also noted that a better type of cover is needed for the student parking area between the Business and Engineering Buildings; even though this is a building site, it is likely that it will be used as a parking lot for some time, and it is a serious problem during wet weather. The administration recommends repair and improvement, with the funds for this work to be obtained from the Student Parking Fee (which funds cannot be used for anything else). It was

MSC Shadle, Loomis

RESOLUTION 67-2091

BE IT RESOLVED, That the administration be authorized to enter into agreements with local firms for necessary improvement of campus parking lots, the source of funds to be the student parking fees for the school year 1967-68, which must be used for parking facilities purposes.

(Authorize agree-
(ments with Local
(Firms for Improve-
(ment of Parking
(Lots

MSC Loomis, Shadle

RESOLUTION 67-2092

BE IT RESOLVED, That Resolution 67-2066, Minutes of the Adjourned Regular Meeting of April 16, 1968, page 6, be amended to read, "at an annual rate of \$900.00," for the employment of the firm of Clark Smith, Auditor; and that Dr. Frederick R. Huber be authorized to sign the contract.

(Amend Minutes:
(April 16, 1968,
(Res. 67-2066,
(Employment of
(Auditor

Mr. Tennebaum, of the firm of Paderewski, Dean & Associates, Architects, made a detailed presentation of plans and specifications for the improvement of the gymnasium, primarily for purposes of repairing the dome for prevention of leakage during rainy weather and for acoustical treatment. The acoustical treatment will permit the use of this facility for meetings, speakers, musical programs, and other events, as well as regular use for simultaneous classes. Dr. Huber pointed out that funds for this improvement will be used from the Special Reserve Account, which by law cannot be used for other purposes than capital improvement, and the cost will have nothing to do with or any effect on the needed tax override for operational purposes. After considerable discussion, it was

MSC Wood, Loomis

RESOLUTION 67-2093

BE IT RESOLVED, That the plans and specifications for the improvement of the Gymnasium (weatherproofing and acoustics, Dome), as submitted by the architect, be approved; and that the administration be authorized to call for bids for contracting for this work.

(Approve plans and specifications, Gymnasium improvement; and authorize call for bids

(Mr. Tennebaum left the meeting at 8:40 p.m.)

In discussion of travel requests, Mr. Kilman explained that the International Design Conference which he and Mr. Baldwin plan to attend is of considerable value and importance to the college; he had attended last year and gained much knowledge which was used in the obtaining of funds for programs at Palomar College. Dr. Huber noted that the cost to the district is nominal, since the majority of the expenses will be borne by the participants. It was

MSC Wood, Loomis

RESOLUTION 67-2094

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(Approve Travel Expenses:

- a. Transportation and registration fees to attend International Design Conference, Aspen, Colo., \$250; Theodore Kilman, a.
Russell Baldwin
- b. Transportation to attend workshop on Administrative Uses of Computer Systems, UC Berkeley, \$100; Frank Martinie b.
- c. Transportation and meals to attend Counseling Meeting, Grossmont, \$13 Robt. Larson, c.
Byron Gibbs
- d. Transportation and meals to attend Counselor's Meeting, Walnut, \$28 Robt. Larson, d.
Frank Martinie,
Roland Phelps,
Byron Gibbs,
Cynthia Poole,
Donna Reiser

(FINANCIAL REPORTS

The Report of Budgetary Balances as of April 30, 1968, and Report of Income and Accounts Receivable was noted. Dr. Schettler reported that all major accounts are satisfactory. It is probable that intrabudget transfers will be unnecessary this year, since the County Superintendent is authorized to make these automatically in June, and to date none are needed.

(Budgetary Balances

The Report of Collections Deposited in County Treasury as of April 30, 1968, was noted. (Collection Advices

The Report of Use of Facilities by Outside Organizations During the Month of April, 1968, was noted. (Use of Facilities

The Travel Report Involving Use of College-Owned Vehicles During the Month of April, 1968, was noted. (Travel Report

There was considerable discussion of the costs of the election campaign in March and the costs to be incurred for the June 4 election. Dr. Schettler noted that the costs for the June 4 election will be considerably less, since the tax override is included on the Primary election ballot along with other matters. It was

MSC Shadle, Wood

RESOLUTION 67-2095

(Approve Purchase Orders

BE IT RESOLVED, That Purchase Orders numbered 2063 through 3658, except for those marked "reserved," be approved.

MSC Wood, Shadle

RESOLUTION 67-2096

(Approve Library Acquisitions

BE IT RESOLVED, That acquisitions by Donation and Purchase, as reported by the Librarian, be approved; and that letters of appreciation be sent to all donors.

MSC Loomis, Wood

RESOLUTION 67-2097

(Approve Expense Warrants

BE IT RESOLVED, That Expense Warrants numbered 782321 through 782805 be approved.

MSC Shadle, Wood

RESOLUTION 67-2098

(Approve Salary Warrants

BE IT RESOLVED, That Salary Warrants covered under Payroll Orders No. 21 and 22 be approved.

Dr. Huber stated that all items in the written Report of the Superintendent have been covered under previous discussion. Additional matters are as follows:

(REPORT OF THE SUPERINTENDENT

Dr. Huber announced that the Palomar Lodge of (B'nai B'rith
B'nai B'rith has established a scholarship in the (Scholarship
amount of \$300 on the basis of a debate held
between Palomar College and San Diego State students.
Palomar College won very handsomely, and the debate
was honored by a very distinguished group of judges.
Miss Mitties MacDonald was singled out particularly
by the judges; she recently won a national champion-
ship in Miami, Florida, and is the only person who
has accomplished this for two successive years in
junior college.

Dr. Huber stated that the members of the Music (Music Department,
Department and the students and others involved (King David
in the presentation of Honegger's King David
should be commended for the high quality of their
performance of this program. The members of the
Board agreed, and it was noted that in many areas,
the college has truly had an outstanding year:
the production of "Mother Courage," the accomplishments
of the Speech and Debate Team, the continuously
excellent performances by the Music students and
staff, the Art Department and its students, and the
outstanding records being set by the track and field
team are but a few of the fine things being done by
the faculty and students at Palomar. Dr. Huber also
announced that Francisco Lomelli, of Vista, has
received a full scholarship from Rotary Inter- (Rotary Internation-
national and will attend a university in Chile (al Scholarship
for a year; this scholarship is one of 50 awarded
throughout the nation.

Dr. Huber announced that Miss Irene Petz has re- (Irene Petz, Doctor-
ceived notice that she has been awarded her (al Degree
doctoral degree in Chemistry; in addition, she
has been made a member of the honorary society of
Phi Kappa Phi; she is one of very few persons
recognized by this society. She will be receiving
her degree at the University of the Pacific in June.
There was brief discussion of the value of such an
accomplishment to the students and the college, and
the value of the sabbatical leave program, which
provides opportunity for members of the staff to
enrich their careers and their value to the students.

Dr. Huber stated that the speakers for Commence- (Commencement, 1968,
ment will be Mr. Ron Kenney, Editor of the Escon- (Speakers
dido Times-Advocate and a former graduate in
Journalism of Palomar College, and Miss Mitties
MacDonald, whose accomplishments are described
above and who is graduating this year. It is
felt that Commencement speakers should be persons
closely connected with the college, and this has
been very successful in past years. These two
people should be very inspirational to the graduating
students.

Dr. Huber reported briefly on the meeting of the North County Council of Community Colleges, which was primarily concerned with the Report of the State Department. Palomar College had been asked to prepare a comparison with the State Department report, which has been done (Dr. Huber distributed copies of this). It was noted that in almost all instances involving assessed wealth and enrollment predictions, the State underestimated by a large percentage. Dr. Huber noted that this information will be available at both of the public hearings on the formation of a Single North County Junior College District. Mrs. Martha Fox reported that there will be some new members on the NCCCC because of some resignations. There was also discussion of a report on voter registration figures in connection with representation on the proposed board of trustees for the single district. After considerable discussion on the ratio of population to the representation on the proposed board of trustees, it was

(North County Council
(of Community Coll-
leges

MSC Shadle, Loomis

RESOLUTION 67-2099

BE IT RESOLVED, That the County Counsel be asked at the earliest opportunity to give an opinion concerning the legality of the proposed trustee representation for the proposed single junior college district in North San Diego County, based on recent U.S. Supreme Court decisions concerning equal representation.

(Request County
(Counsel Opinion:
(legality of trustee
(representation,
(Single North County
(JC District

Mrs. Adkins reported that the annual Patrons Pink Elephant Sale for the raising of scholarship funds was more successful than it has ever been, realizing approximately \$1,678. The previously best figure was \$1,500. This, combined with the \$500 from the sale of the miscellaneous objects from the Wallace Estate, will give the Patrons a substantial sum from which will be given two graduate scholarships and three Honors Day scholarships, as well as assistance to the Student Work-Aid Fund. Mrs. Fox reported that Mrs. Adkins has been re-elected for a second term as President of the Patrons for the year 1968-69. Dr. Huber noted that the Patrons' efforts toward scholarships is a significant inspiration to other organizations to provide money, too.

(Patrons of Palomar
(College

The meeting was convened in Executive Session at 9:20 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened in Regular Session at 10:05 p.m. It was

(EXECUTIVE SESSION

MSC Shadle, Loomis

RESOLUTION 67-2100

(Approve appointment
(of Chairman, Dept.
(of Counseling:
(Robert Larson

BE IT RESOLVED, That the appointment of Robert Larson as Chairman of the Department of Counseling for the school year 1968-69 be approved.

MSC Shadle, Loomis

RESOLUTION 67-2101

(Approve appointment
(of Chairman, Dept.
(of English: Gene
(Jackson

BE IT RESOLVED, That the appointment of Gene Jackson as Chairman of the Department of English for the school year 1968-69 be approved.

MSC Shadle, Loomis

RESOLUTION 67-2102

(Approve appointment
(of Chairman, Dept.
(of Physics & Engin-
(eering: Vernon
(Barker

BE IT RESOLVED, That the appointment of Vernon Barker as Chairman of the Department of Physics and Engineering for the school year 1968-69 be approved.

MSC Loomis, Wood

RESOLUTION 67-2103

(Accept resignation,
(Classified: James
(Brown

BE IT RESOLVED, That the resignation of James Brown, Athletic Trainer and Equipment Manager, effective July 1, 1968, be accepted.

MSC Loomis, Shadle

RESOLUTION 67-2104

(Approve employment
(of supplemental
(staff, Students

BE IT RESOLVED, That the employment of the following persons as supplemental staff (students) be approved:

Mike Pumar	Student Custodian
Donald Reitan	Relief Switchboard Operator
Susan Harris	Student Aide (Life Sciences)
Raymond Bowman	Student Aide (Life Sciences)
Gary Bowker	Student Custodian
Donald Nelson	Student Custodian

The meeting was adjourned at 10:20 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
May 28, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by Dr. Bruce D. Jaques, Vice-President. (Call to Order)

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call)
Dr. Bruce D. Jaques, Vice-President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ADMINISTRATORS PRESENT: Dr. Frederick R. Huber, President/Superintendent
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mrs. Rita White, Vice Chairman, Faculty Senate
Mr. Warren Donahue, Ch., Mathematics Dept.
Mr. Leo Ward, President, Palomar Chapter, AFT
Mr. Wade Snyder, Life Sciences Department
Mr. Joseph Brennan, Physical Education Department
Mr. Chris Pagakis, Physical Education Department
Mr. Robert Fullerton, Mathematics Department
Mr. Byron Gibbs, Counseling Department
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. J.D. Hodges, Ramona
Mrs. Older, San Marcos
Mrs. Nash, Escondido
Mrs. Manchester, Escondido
Mr. Bill Cain, Escondido Times-Advocate
Mr. Scott Boyles, Administrative Assistant

Dr. Jaques declared a quorum present, and after he had welcomed the guests, the meeting proceeded with the order of business. It was

MSC Wood, Shadle

RESOLUTION 67-2105

(Approved Minutes:
May 14, 1968)

BE IT RESOLVED, That the Minutes of the Regular Meeting of May 14, 1968, be approved.

(HEARINGS)

Dr. Huber reported that he had received a request for a hearing from Mr. J. D. Hodges of Ramona, representing the Academic Improvement League. Mr. Hodges distributed copies of a list of questions which the League wished to have the Governing Board answer. (J.D. Hodges, Academic Improvement League)

Mr. Shadle stated that it is well-known that Mr. Hodges has been attending the Governing Board meetings for at least a year; now, at the last meeting of the Board prior to the election for an override tax, he is presenting a list of ten questions which are obviously meant to embarrass the Board. Mr. Shadle commented that this is the only reason this group has appeared at this meeting with these questions; if they had really wanted answers or information, they would have gone to the administration at another time--there has been plenty of opportunity. Mr. Shadle stated that he could see no other reason for the presentation but to make it difficult for the tax override. Dr. Loomis concurred completely. Mr. Shadle noted that question #4 makes the point that "virtually no material is offered to educate scholars in right-wing philosophy." He stated that the Governing Board should never attempt to educate any students in any "wing." That is not its purpose. The statement of Academic Freedom, of which this organization has indicated its approval, indicates the thoughts of the Board, administration, and faculty on what the efforts should be in education at Palomar College. Mr. Shadle commented that it sets forth his personal philosophy of education, and question #4 sets forth the philosophy of the Academic Improvement League. Dr. Wood stated that it would involve considerable time to discuss all of the proposed questions. He suggested that a specific time be set to answer all of them, or that a few be chosen to answer at this time without detailed discussion. Mr. Olmstead stated that it would not be possible to give complete and accurate answers in the time allotted. The Board took no action.

(COMMUNICATIONS:

A letter dated May 15, 1968, from Joseph Kase, Jr., Deputy County Counsel, enclosing an opinion on liability of district employees in the absence of a school nurse was noted. (County Counsel, Opinion on Liability In Absence Of School Nurse)

A letter dated May 17, 1968, from Mr. R. J. McLeod, Administrator, Palomar Memorial Hospital, enclosing a statement adopted by the Hospital Board of Directors urging reconsideration of curtailment of the R.N. Program at Palomar College was noted. (Palomar Memorial Hospital, R.N. Program)

A letter dated May 9, 1968, from the Board of Trustees, Napa College, calling attention to AB 2078 and urging support of passage of this legislation, which would improve the present State Aid financial support, was noted. It was suggested that Dr. Huber contact Assemblyman Stull about this bill. The effect this bill would have on increased income for Palomar College was indeterminate at this time.

(Board of Trustees,
(Napa College, Sup-
(port of AB 2078

A letter dated May 12, 1968, from John Sudjadi, foreign student from Indonesia, expressing appreciation for the opportunity to attend Palomar College was noted.

(John Sudjadi,
(Foreign Student,
(Appreciation

A letter from Dr. Cecil Hardesty, County Superintendent of Schools, reporting that the County Board of Education has requested the State Board of Education to transfer all duties of the County Committee on School District Organization to the County Board of Education was noted.

(Dr. Cecil Hardesty,
(County Superintend-
(ent, re County
(Committee on School
(District Organiza-
(tion

(OLD BUSINESS:

Dr. Huber stated that there was no new information to offer the Board in regard to the tentative budget for Palomar. However, regarding State funds, there has been no resolution as yet from the Director of Finance to resolve the appropriations for next year. The bill is evidently still "in the hopper" and will probably be decided upon in one of the last sessions of the legislature. In addition, information has been received concerning N.D.E.A. funds, in which a listing from Dr. Max Rafferty points out that the original amount of money to have been received has been severely reduced. Dr. Schettler noted that Palomar has sent five projects to N.D.E.A. this year for consideration and that the district would get approximately \$18,000 this year, which is only one-half of what it is entitled to.

(Tentative Budget,
(1968-69

Dr. Huber suggested that the Board adopt a resolution urging the Congress to support as completely as possible the N.D.E.A. funding. He noted that Congressman Utt has indicated his approval and support of the program in the past, and he should be notified that the Board is quite concerned about the indicated plan of the tremendous reduction of funds which are so necessary for the district's program. It was

MSC Olmstead, Shadle

RESOLUTION 67-2106

BE IT RESOLVED, That Dr. Frederick R. Huber be authorized to prepare a resolution to be sent to representatives in Congress urging their support of National Defense Education Act funding and requesting that no cuts be made in pending legislation.

(Authorize Superin-
(tendent to prepare
(resolution urging
(Congressional sup-
(port of N.D.E.A.
(funding

Dr. Huber stated that the administration recommends the adoption of the Statement on Academic Freedom. He noted that this statement was the result of a long period of hard work on the part of the Faculty Senate. After the answering of questions and discussion, it was

(Statement on
(Academic Freedom

MSC Shadle, Wood

RESOLUTION 67-2107

(Adopt Statement
(on Academic Free-
(dom

BE IT RESOLVED, That the Statement on Academic Freedom be adopted; and that it be made a part of the Governing Board Policy (see p. 8 of these minutes).

Dr. Huber reviewed the proposed Principles for Salary Development. Dr. Schettler gave a detailed report on figures involved in using the proposed proportional salary schedule for hourly instructors. Dr. Schettler stated that the use of proportional salary schedule would increase the budget cost for salaries about 5 per cent for next year. It was noted that many junior colleges in California have been using the proportional rate for a long time, but the majority still use a flat rate. As directed by the Board at the last meeting, Dr. Huber presented an introductory statement for the Guidelines for Salary Development, clarifying the purpose of the Guidelines.

(Principles for
(Salary Development

Mr. Warren Donahue commented on the Principles for Salary Development in an unofficial capacity. He stated that Palomar College is noted for its fairness in salary matters. He said that basically, the faculty is asking the Governing Board to state that they are going to pay top salaries, not just what they have to to keep up with the community and the profession. He stated that the preface was satisfactory, because it was assumed to leave a door open for further improvement, and it is important to the district to be able to pay salaries on which families can live in order to retain many of the young instructors now employed by the district.

Mrs. Rita White stated that she was concerned with the third paragraph of the preface, which would leave the door open for not maintaining the standard for which the Salary Committee has been working. Dr. Loomis commented that the Board had demonstrated its good faith by authorizing salary increases twice a year in the last two years. Dr. Jaques indicated that the preface would seem to be essential in order to avoid misunderstandings in the future. After considerable discussion, it was

MSC Wood, Shadle

RESOLUTION 67-2108

(Adopt Guidelines
(for Salary Devel-
opment

BE IT RESOLVED, That the Guidelines for
Salary Development be adopted.

Dr. Huber distributed copies of a resolution in
support of Proposition II and read it for the
benefit of the guests. It was

(State Bond Issue
(for Junior College
(Construction

MSC Loomis, Olmstead

RESOLUTION 67-2109

(Adopt Resolution
(Supporting Propo-
(sition II, June 4,
(1968, Election

BE IT RESOLVED, That the Resolution in
Support of Proposition II, June 4, 1968,
Election, p. of these minutes, be
adopted.

Dr. Schettler introduced the proposed ASB Fee
Schedule for 1968-69, and it was

(ASB Fee Schedule

MSC Wood, Shadle

RESOLUTION 67-2110

(Approve ASB Fee
(Schedule, 1968-69

BE IT RESOLVED, That the Associated Student
Body Fee Schedule for the school year 1968-69
be approved as follows:

- \$15.00 per year for full-time student;
- 7.50 per semester for full-time student;
- 3.00 per semester for part-time student;
(less than 8 units and more than 3 units)
- 1.00 per semester for all other (Day or Extended Day)

MSC Shadle, Olmstead

RESOLUTION 67-2111

(Approve adjustment
(of Salaries, Tax
(Sheltered Annuities
(Connecticut Mutual
(Life Ins. Co.

BE IT RESOLVED, That the salary of any employee
of the Palomar Junior College District as
heretofore and hereafter fixed by resolution
of this Board and agreed to by such employee
may be adjusted as hereinafter provided to permit
the purchase of annuities as partial compensation
for him or her by the Governing Board, and

BE IT FURTHER RESOLVED, That any employment
arrangement between the Governing Board and an
employee may be modified to substitute the payment
of annuity premiums by the Governing Board in lieu
of a like portion of the compensation payable
directly to the employee, and that the Governing
Board expend such amount as requested in writing
(Continued)

by said employee for the year in which requested and for subsequent years in the purchase of a monthly annuity for such employee through the Connecticut Mutual Life Insurance Company, and that all rights in such annuity contract vest in the employee immediately upon purchase, and

BE IT FURTHER RESOLVED, That like amounts be similarly expended in each year of the continued employment of each such employee, so long as such arrangement remains effective, unless contrary action is ordered by the Governing Board.

MSC Shadle, Olmstead

RESOLUTION 67-2112

BE IT RESOLVED, That the Amendment of Employment Contract for Mrs. Marjorie Wallace for the school year 1968-69 for the purpose of payment of salary deductions to the Connecticut Mutual Life Insurance Co., in the amount of \$150 per month, effective July 1, 1968, be approved.

(Approve Amendment
(of Employment
(Contract, Tax
(Sheltered Annui-
(ties, Mrs. Marjorie
(Wallace

MSC Loomis, Shadle

RESOLUTION 67-2113

BE IT RESOLVED, That travel expenses for travel out of the State of California in connection with Student Activities for Mr. Ray Dahlin for the school year 1967-68 be ratified.

(Ratify travel
(expenses, Out of
(State, Ray Dahlin

MSC Wood, Olmstead

RESOLUTION 67-2114

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(Approve travel
(Expenses:

- a. Transportation, meals, lodging, and registration fee to attend International Conference of Printers & Lithographers, Chicago, Ill., \$150 (Community Service Funds) James McNutt a.
- b. Transportation, meals, and lodging to conduct field trip to Grand Canyon, Arizona, \$80 Fred Elliott, Wayne Armstrong b.

Dr. Huber stated that all matters in the written Report of the Superintendent had been covered in previous discussion.

(REPORT OF THE
(SUPERINTENDENT

Dr. Jaques requested that the administration prepare a report for discussion of the Probation, Retention, and Dismissal Policy. (Probation, Retention, and Dismissal Policy)

Mrs. Adkins reported that the Patrons had handled a total of \$5,148.70 in sales this year, and they had a membership of approximately 600 at this time. (Patrons of Palomar)

The meeting was convened in Executive Session at 9:30 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened in Regular Session at 10:09 p.m. It was (EXECUTIVE SESSION)

MSC Loomis, Shadle

RESOLUTION 67-2115

BE IT RESOLVED, That the employment of Mrs. Grace A. Richmond as Librarian during the evening, part-time, be approved. (Approve employment (of Librarian, part-time, Evening, Mrs. (Grace A. Richmond

MSC Wood, Loomis

RESOLUTION 67-2116

BE IT RESOLVED, That Offers of Employment to the members of the Classified Staff, as recommended by the administration, for the school year 1968-69, as listed on pp. of these minutes, be approved. (Approve Offers of (Employment, 1968- (69, Classified (Staff

MSC Olmstead, Shadle

RESOLUTION 67-2117

BE IT RESOLVED, That Offer of Employment to Paul Rabe as Head of Operations, on a half-time basis, beginning July 1, 1968, and terminating September 30, 1968, at the hourly wage scale of the Superintendent of Buildings and Grounds, be approved. (Approve Offer of (Employment, Classi- (fied, Head of (Operations, Tempor- (ary, Paul Rabe

MSC Shadle, Wood

RESOLUTION 67-2118

BE IT RESOLVED, That Offer of Employment to William D. Dedic as Athletic Trainer and Equipment Manager, Salary Class 27-A, at a monthly salary of \$471, effective July 1, 1968, be approved. (Approve Offer of (Employment, Classi- (fied, Athletic (Trainer & Equipment (Manager, William (D. Dedic

The meeting was adjourned to June 6, 1968, at 7:30 p.m. (ADJOURNMENT)

President

Clerk

lw/rs

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
June 11, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle
Dr. Richard A. Loomis

ADMINISTRATORS PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mr. Sheridan Hegland, Chairman, Faculty Senate
Mrs. Rita White, Vice-Chairman, Faculty Senate
Mr. Warren Donahue, Faculty Salary Committee
Mr. Leo Ward, President, Palomar Chapter, AFT
Mr. Vernon Barker, Physics & Engineering Dept.
Mrs. Aileen Scallet, Mathematics Dept.
Mr. Robert Fullerton, Mathematics Dept.
Mr. Jack Quintero, English Dept.
Mr. Peter Bollington, English Dept.
Mrs. Diane Bohanan, English Dept.
Dr. Daniel J. Pratola, Foreign Languages Dept.
Mr. Abraham Gruber, Social Sciences Dept.
Mr. Palmer Kremer, Social Sciences Dept.
Mr. Justus Ahrend, Communications Dept.
Mr. Russell Baldwin, Art Dept.
Mr. Richard Noble, Earth Sciences Dept.
Mr. Ed Groschwitz, Chemistry Dept.
Mr. Chris Pagakis, Physical Education Dept.
Mrs. Evanell Renick, Ch., Business Department
Dr. Roland Phelps, Counseling Dept.
Mr. Fred Elliott, Life Sciences Dept.
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mrs. Roland Phelps, Escondido
Mrs. Dorothy Seabright, San Marcos
Mrs. Ingrid L. Madigan, San Marcos
Mrs. Josephine A. R. Manchester, Escondido
Mrs. T. B. Sorensen, Escondido
Mrs. Charlene Parsons, San Marcos
Mr. W. R. Hunt, San Marcos
Mr. J. D. Hodges, Ramona
Mrs. Margaret MacBride, San Marcos
Mr. George Hall, San Marcos

Mr. Bill Cain, Escondido Daily Times-Advocate
Mr. Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, welcomed the guests, and the meeting proceeded with the order of business. It was

MSC Shadle, Wood

RESOLUTION 67-2119

(Approve Minutes:
(May 28, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of May 28, 1968, be approved.

(HEARINGS:

Dr. Huber reported that Mr. Hegland, Chairman of the Faculty Senate, had requested hearing before the Board. Mr. Hegland was recognized.

(Sheridan Hegland,
(Ch., Faculty
(Senate

Mr. Hegland stated that this would be his last appearance before the Board as Chairman of the Faculty Senate, as his term of office ends with this school year. Mr. Hegland distributed copies of guidelines for procedure in handling matters of policy through channels, as approved by the Faculty Senate on June 5, 1968. He pointed out two changes in wording (second paragraph and fifth paragraph) which were duly noted by all. Mr. Hegland said that the committee which developed these guidelines was one in which the faculty and the administration had cooperated, and with the close of the year the matter was finalized. He asked that it be reviewed as the first step in a series of statements and that it be placed on the Board Agenda for approval at the next regular meeting. It was noted that this procedure is in no way related to the Guidelines for Salary Development as adopted by the Board at the last meeting, but rather refers to a more basic matter involving institutional relationships. The guidelines for procedure was passed by the Faculty Senate unanimously; it is hoped that the matter can be incorporated into the Governing Board Policy this year. Mr. Shadle commented that he would agree completely with the first paragraph, but he questioned the fourth paragraph, which states that matters of policy will be referred directly to the Board and the fifth paragraph, which states that the chief executive officer will go to the Senate prior to taking a matter to the Board. Mr. Hegland pointed out that the guidelines contain no wording which would make any of the suggested procedures mandatory in any way. These paragraphs were changed in the Senate and were not as proposed by the committee. Mr. Shadle commented that the administration has a very strong

Guidelines for
Procedures

interest in what the Board does and would be aware at all times of what the Faculty Senate is proposing and should be. Mr. Hegland commented that the sixth paragraph assures that this would be the case. Mr. Shadle commented that there is a Governing Board Policy Manual, and it would seem to him that the Board is being asked to adopt many matters lately which change or add to this. Mr. Bergman stated that the assumption is that when a matter is passed by the Board, it would then become a part of the Faculty Manual, as well as the Board Manual. In keeping with the Board policy the matter will be taken up again at the next regular meeting.

Mr. Hegland stated that the second matter upon which Use of Word Contract he wished to speak was the recommendation of the Faculty Senate that the Offers of Employment signed by the administration and staff contain the word "contract" even though this is not required by law. Dr. Schettler noted that for the past two years the law has not required a contract as such; he stated that the word has been included in the new Offers of Employment, with the approval of the County Counsel-- that is, there is no reason why it shouldn't be included. There was brief discussion on the matter, and Mr. Hegland commended the administration for proceeding on this request of the Faculty. Dr. Schettler noted that County Counsel opinion is that it is technically all right to include the word "contract" in the Offers of Employment.

Mr. Hegland stated that many school districts, including elementary and high school, maintain a budget for the operational expenses of the Faculty Senate or other representative organization. He requested that this item be included in future budgets. He noted that the expense is mainly secretarial and office supplies. Mr. Bergman stated that this expense has previously been charged to Instruction. Dr. Schettler noted that the San Diego County Superintendent of Schools has approved inclusion of this item as a separate budget item; Mr. Hegland stated that the State Board of Education has also approved this method of handling the problem.

Mr. Hegland stated that the Agenda for Governing Board meetings should provide for a place at which the Faculty Senate and/or other organizations can regularly report. This matter was not discussed, but it will be taken under consideration by the administration and Board.

Mr. Hegland noted that Dr. Mahan had recommended to the Faculty Senate that it be given the opportunity to review summer school offerings, schedule, salary, and other matters before the adoption is made. It was pointed out that these matters are

Budget Expense,
Faculty Senate

Space on Board
Agenda, Faculty
Senate and/or
other Organizations

Evening and
Summer Hourly Wage

developed through the departments, the assistant deans, and the Dean of Instruction, and it is assumed that the members of the faculty are involved in the development of the summer and evening schedules from the first. Dr. Jaques noted that there is some confusion in his mind as to the role of the Faculty Senate at this time; it would seem to him that in the past few weeks there have been many new developments and requests, and the whole situation regarding the Faculty Senate, its role in the operation of the college and in the administration, curriculum, and other matters should be seriously reviewed to determine what exactly has developed from the inception of the Senate.

Dr. Huber stated that basically, beginning with the presentation of the guidelines for procedures, the purpose was to define the roles of the Senate, the administration, and the Board as clearly as possible, and to determine the procedure which would allow these three institutional factors to coordinate the operation of the institution within the total program. He reiterated the fact that the department heads, the assistant deans, the Dean of Instruction, and the Curriculum Committee work to develop the summer program, as well as all other courses and class schedules. He reported that the Faculty Senate has requested and received approval to have a voting seat on the Curriculum Committee, and the students have also been given this, as well as being invited to send an ex officio representative to the Faculty Senate. It is assumed that throughout the course of the year, all of these bodies must be related to the basic direction and formation of the college program, including such matters as the Faculty Manual and the Board Policy Manual. This is, of course, a long-range matter, and should not be hastily examined or acted upon. The Senate has requested these considerations this evening for purposes of further development and evolution over a period of time as to policy and procedure which will be most effective and beneficial to the program of education for which all are responsible. There will be reviews of the Board Policy Manual and the Faculty Manual by committee, and perhaps some sub-committees could be devised to work out the more specific and immediate problems and goals. He noted that the Senate does have a committee whose responsibility it is to work with the Dean of Instruction's office on the Faculty Manual, much of which is also reflected in the Board Policy Manual. Mr. Hegland stated that he is not speaking to matters which must be handled immediately or which involve funds, but about the Governing Board developing a long-range policy so that everyone knows where they fit into the organization and which will guarantee all segments the kind of democratic participation for which this country was created. Mr. Olmstead stated that these are matters which could not be disposed of in one evening; he noted that it is his feeling that

perhaps some of the policies which are being changed or for which change is requested or suggested are basic concepts of the governance of a school, and they would require very serious review and consideration.

Mr. Olmstead asked if any other persons wished to be heard. Mrs. Charlene Parsons of San Marcos requested permission to ask a few questions. She was recognized.

Mrs. Parsons, referring to the Agenda and matters (Mrs. Charlene under communications, inquired as to who is re- (Parsons, San Marcos sponsible for the development of the Probation standards and policy. Mr. Olmstead stated that this would be answered under discussion of that matter as it appeared on the Agenda. Mrs. Parsons asked how much money was expended by the district and the student body for the tax override elections in March and June for the promotional campaign. Mr. Olmstead stated that funds were provided by contribution by various interested citizens and groups; Dr. Huber noted that the ASB funds expended were for the special election edition of the Telescope, which was authorized by the Student Council. No other district funds were spent except the actual cost of the election as established by the Registrar of Voters. Dr. Schettler stated that the total cost of the March election had been \$9,700 for fees and costs to the Registrar of Voters; the cost of the June election is not yet known, but it will be considerably less since it was combined with the primary election. Mr. Olmstead thanked Mrs. Parsons for her interest.

(COMMUNICATIONS:

Dr. Huber stated that a communication had been (Palomar Chapter, received from the Palomar College Chapter of AFT, (AFT, Probation requesting reconsideration of the Probation Policy (Policy at Palomar College and suggesting a change. Dr. Huber noted that the members of the Board has received an analysis and explanation prepared by the Dean of Students of the current Standards for Probation and Dismissal at Palomar College, as well as comparative information on the policies at several other junior colleges. He stated that the original Policy on Admission, Retention, Probation, and Dismissal had been recommended to all junior colleges as approved by the State Board of Education. After considerable discussion by the Administrative Council, the Faculty Senate, and the Governing Board, the present policy was adopted by the Board in February of 1967 and went into effect in September of 1967. Mr. Shadle commented that it did not appear that all of the junior colleges adopted the policy exactly as recommended by the State Board. Dr. Huber noted that there is some variation, but the basic precepts as recommended by the State Board have been adopted by most junior colleges in the State. Mr. Ward stated

that the Palomar College Chapter of AFT is concerned about the conditions that are going to prevail on campus next fall. One possible solution which occurred to that organization was a change in the policy on probation and dismissal of students. In checking with other junior colleges in the San Diego area, it was found that none had adopted the minimum standards that Palomar had adopted; their method of grade points figures out about the same kind of retention policy as the AFT decided to propose to the Board for consideration. The members of the Faculty were consulted, and a questionnaire was circulated. Mr. Ward distributed copies of the figures resulting from the questionnaire. He stated that the majority of the Faculty had wished to return to the old policy. The proposal of the AFT is, therefore, that the college return to the probation standards set forth in the College Catalog of 1966. This is presented to the Board for its consideration and possible action at a future meeting.

Mr. Olmstead thanked Mr. Ward and asked if he was correct in assuming that the proposal is to return to the probation policy held prior to the adoption of the new standard. Mr. Ward said this was correct. Mr. Olmstead commented that inasmuch as the probation and retention policy was adopted following the recommendation from the administration, which evolved through the normal channels, the Board would have no other course but to refer it back to the administration with the suggestion that they may wish to refer it to the bodies that recommended it to them in the first place for reconsideration. Mr. Olmstead stated that he thinks it is a valid suggestion and worthy of consideration; however, he would be interested to know how many students would be involved. Dr. Huber stated that this information is not yet available for this semester, but it is assumed that by the end of the year the Dean of Students will be able to determine these factors. He described the various types of students affected by the present policy. Dr. Jaques commented that it is his understanding from the mailing received from the AFT that the present policy did not prevent a student's serving as a member of student government or holding a campus job. Mr. Ward noted that that was an error and has been corrected. Dr. Jaques asked if the AFT had discussed this matter with the Faculty Senate before bringing it to the Board, since the Faculty Senate had recommended the present policy to the Board in 1967. Mr. Ward replied that the Faculty Senate had approved the present policy because the Administrative Council had approved it; the suggestion from the AFT is made directly to the Board independent of both of these bodies. Mr. Shadle asked if Mr. Ward felt that the Board should make decisions without consulting these organizations. Mr. Ward stated that he was sure that the Board can do this. Mr. Shadle commented that he would think this a very dangerous precedent. Mr. Ward stated that it is one which he would be very happy to accept. Mr. Shadle questioned the suggestion number 5, which he stated

seems contradictory to what is set forth in the catalog; he asked if the students should not be consulted on this matter, too. Dr. Huber noted that at the present time, the student body is represented on the Administrative Council, and that body had recommended that the student body have a voting member on the Curriculum Committee. There is also a student body representative in the Faculty Senate (ex officio). Mr. Olmstead stated that the Board would continue with the Agenda and continue the discussion of this matter at a later time following a report.

Dr. Huber read a letter from the Palomar College (Palomar Chapter, Chapter of the California School Employees Assoc- (CSEA, Salary iation requesting consideration of a 5% cost of living increase in salaries. Dr. Huber stated that the members of the Board had received copies of the letter. He noted that he had met with the Salary Committee of this organization, and the suggestion was made that the California State Personnel Board (which had made the original study resulting in the present salary schedule and job descriptions) be consulted. It is hoped that for a nominal fee the State Personnel Board can review the study in the light of current statistical information and make suggestions or recommendations. The CSEA Salary Committee acceded to this suggestion and felt that this would be very appropriate. Dr. Huber stated that if there is no objection from the Board, the administration will proceed in that manner. Mr. Olmstead noted that the present salary schedule had been adopted in February of 1967. Mr. Shadle commented that a very comprehensive plan had been adopted and wondered if the plan had not included arrangements for increases in cost of living. Dr. Schettler stated that the original plan had included the normal yearly increments only. Dr. Huber stated that this procedure will permit the administration to determine the current trends and patterns and report to the Board.

Dr. Huber read a letter from the Faculty Salary (Faculty Salary and Benefits Committee, noting that the letter (Committee, Guide- refers to the Guidelines for Salary Development as (lines for Salary adopted by the Board at the last meeting. The (Development letter concerns itself with the fact that the committee feels that the Guidelines, as modified, should be rejected on the basis of the discussion and action by the Faculty as described in the letter. Mr. Olmstead stated that the members of the Board have read the letter and asked if there were comments or suggestions. Mr. Shadle stated that it would seem to him that an impasse has been reached. The Faculty Salary Committee presented proposed principles; the Board rejected them and asked for changes which they refused to make and sent the matter back to the Board; the Board then made their own changes, which the Faculty also rejected. Mr. Shadle stated that it is his opinion

that the problem is a matter of words. He stated that he is unable to see anything horrendous in the Guidelines for Salary Development adopted at the last meeting, and he thinks the Faculty is upset more because the wording was not made up completely by them. Mr. Olmstead asked if the Board and representatives of the Faculty would be satisfied to hold the matter for discussion until a later time, since the matter of the budget must be considered. He noted that the matter of the Guidelines is not a closed issue; the Board has adopted something which may be changed at a later time, and he does not think anyone is opposed to further discussion of the matter if there are other points to be made, but he would urge the Board to let the matter rest at present in view of the lengthy Agenda. Dr. Jaques commented that this letter was very upsetting to him, and he thinks it should be responded to; he agreed that it could be put off until the next meeting, but stated that it should be responded to. Mr. Olmstead suggested that it would be helpful if any reply were to be drafted for consideration by the Board, rather than the Board trying to draft a reply in meeting. Dr. Jaques agreed to this; however, he noted that this subject will have to be discussed in connection with budget, too. Mr. Olmstead noted that discussion of Faculty salaries in the budget will be a discussion of specifics and not generalities.

Dr. Huber read a letter of appreciation from (Hollandia Dairy, Hollandia Dairy, Inc., for the opportunity to have (Inc., appreciation done business with the college district for the past year; he noted that the Board had received copies of this communication.

(OLD BUSINESS:

Dr. Huber explained the procedure regarding the (Tentative Budget, official adoption of the budget and the time (1968-69 schedule requiring adoption of a Preliminary Budget prior to June 30, and adoption of a Publication Budget in July and the Final Budget in August. He noted that the budget has been devised over a period of several months, and during the next two months, revisions can be made by the Board according to the circumstances. He also noted that much of the budget had been modified on the basis of the outcome of the June 4 tax override election; the modifications were based on suggestions discussed by the Board for curtailment of the program to meet a limited income. Dr. Schettler reported in extensive detail on the proposed budget, reading the material line-by-line and explaining each figure. He noted that the curtailments as developed by the Board are contained in the "Draft C" copies of the budget now held by the Board. There were a few questions by members of the Board, which were answered satisfactorily. Mr. Olmstead stated that he would personally commend

Dr. Schettler on the completeness of the presentation; he hoped to see some figures on two or three alternative proposals which have been discussed. He noted that many people had worked very hard to achieve the Nursing Program, and he hoped that some way could be worked out to continue the program as originally planned with a second class. He asked that the original list of suggested curtailments be presented again for discussion prior to adoption of the Preliminary Budget and that it be brought up to date in the light of the present situation. Dr. Schettler briefly reviewed it and again noted that these items are included in the budget Draft "C" as reviewed this evening. It was noted that the drafted budget does not include any salary increases, and the Undistributed Reserve, after all considerations, would contain \$75,000 for allocation.

(NEW BUSINESS:

MSC Loomis, Jaques

RESOLUTION 67-2120

(Authorize County
(Superintendent to
(Transfer Funds,
(End of School Year

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to Education Code Section 20952, the Superintendent of Schools, Department of Education, San Diego County, make such transfers between the undistributed reserve and any expenditure classification or classifications or balance any expenditure classification of the budget of the district for the school year 1967-68 as are necessary to permit the payment of obligations of the district incurred during said school year.

Dr. Schettler distributed copies of the bid summaries on the purchase of supplies and services for normal yearly use as listed on the Agenda; Dr. Schettler stated that the contracts of purchase are recommended by the administration as the low bidders meeting specifications; it was

MSC Shadle, Wood

RESOLUTION 67-2121

(Award Contracts of
(Purchase, Services
(and Supplies

BE IT RESOLVED, That contracts of purchase be awarded for the following services and supplies for the school year 1968-69, as recommended by the administration, bids opened on the dates indicated, and as indicated on pp. 15-19 of these minutes:

- a. Gardening Supplies (5/31/68)
- b. Custodial Supplies (5/31/68)
- c. Rental of Data Processing Equipment (5/31/68)
- d. Guard Services (5/31/68)
- e. Physical Education & Athletic Supplies (6/4/68)

Dr. Schettler explained that reconsideration of (Sale of Busses the sale of the Crown Coach busses had been placed on the Agenda because it had been hoped that another school district would purchase this district's equity in the two busses; however, that district was unable to raise the funds, and the matter is therefore closed. In reply to the Board's query, Dr. Schettler stated that elimination of the bus services will save the district a total of \$19,800, of which \$12,800 was the lease contract and \$7,000 was operational expenses.

Dr. Huber explained that the district has been informed by the County Counsel that recent court ruling regarding the allocation of funds under Public Law 874 (Federal Impact Law), under which it was formerly interpreted in California that a school could not receive duplicate funds for students which came under this law, has made it possible for districts to collect funds previously withheld. Dr. Schettler stated that the County Counsel has suggested filing for all of the years involved retroactively; however, there may be a statute of limitations factor. It was

MSC Jaques, Loomis

RESOLUTION 67-2122

(Authorize admini-
(stration to inform
(County Counsel re
(claim against the
(State of California
(under P.L. 874

BE IT RESOLVED, That the administration be authorized to inform the County Counsel that the Palomar Junior College District desires to file claim against the State of California for any and all monies related to Public Law 874 (Federal Impact Law) that have been subtracted in past years from State funds due this district.

Dr. Phelps distributed copies of a summarization (Proposal for Dist- of the criteria considered for a proposed district (rict Supported Long supported group long term disability income insur- (Term Disability ance plan and the recommended proposal. He (Income Insurance explained that this proposal resulted from studies (Plan made by the administration and a committee headed by himself after the presentation of a proposed policy for the compensation of substitute instructors who are employed to replace instructors absent over a long period of time was made to the Board. Various companies were contacted, including the CTA, which has a plan for salary continuance insurance that an individual may purchase. The resulting proposals were submitted to all staff in the form of an informational questionnaire. The faculty and classified employees then met and the various plans were explained. The majority expressed a preference for the proposal as submitted to the Board. Dr. Phelps reviewed the proposal in some detail. Dr. Schettler stated that under the present salary schedules, the cost to the

district of such a plan would be approximately \$10,365, based on total salaries for certificated and classified staff of \$1,707,000. After considerable discussion, it was decided that this matter would be held for further discussion and consideration in the light of development of the budget and other salary considerations.

Dr. Huber noted that Mr. Donahue has requested opportunity to speak on behalf of the Faculty Salary Committee. Mr. Donahue was recognized. (Certificated Salary Schedule, 1968-69)

Mr. Donahue, Spokesman for the Faculty Senate Salary Committee, reiterated his presentation of the \$8,000-\$16,000 salary schedule as approved by the Faculty and recommended to the Board two weeks ago. Mr. Donahue presented a considerable amount of material which supported this request and stated that these materials substantiated the position that there was a positive relationship between pupil performance, small classes, and better than average salaries. Mr. Donahue further noted that teachers' salaries have not kept pace in relation to purchasing power and that it would require at least a 7.10% increment to put salaries in line with the growth of the average income per capita. Mr. Donahue then referred to the position in which Palomar College finds itself related to the 31 junior colleges in Southern California and also among 65 junior colleges in the State (in a study prepared by Sierra College). These two studies show Palomar College well below the median among Southern California colleges and in approximately the bottom third among the 65 colleges studied. Mr. Donahue said that the committee was also recommending an hourly wage increase of \$8 an hour for 1968-69, \$9 an hour for 1969-70, and \$10 an hour for 1970-71. The committee asked that these rates be the minimum scale until a proportional formula was established. Mr. Shadle asked why a recommendation of hourly pay when the recent Guidelines for Salary Development stressed an hourly wage based on a proportional amount. Mr. Shadle stated that the committee knows what funds are available and that the college has tried three times to obtain the addition funds and has been turned down. He said it would seem to him more feasible to tell the Board where these funds could be raised to augment such a schedule, which would be an additional \$235,000; the Board was informed this evening that the proposed budget will have \$75,000 available. The proposed budget does not include anything for the disability insurance proposal, the nursing program, or any of the other items eliminated; obviously, to augment any type of increase, something else will have to be cut from the budget or funds will have to be obtained elsewhere. Mr. Shadle continued that it would seem to him the faculty salary committee would have some responsibility to make suggestions as to where these funds could come from. Mr.

Donahue replied that the committee does not feel that it is its prerogative to make recommendations on how the money is to be spent; however, if this is requested by the Board, the Faculty would be very happy to participate. Mr. Shadle commented that he got the impression that the Faculty feels it should be involved in all policy matters, and he agrees with them; but this is an extremely important matter, and he thinks there is a responsibility to make suggestions as to where the present budget might be cut or where income might come from. Mr. Donahue stated that if this is requested of the committee, they would certainly be glad to make suggestions. Mr. Olmstead stated that it would seem to him that that would not be feasible; the Board has only between now and July 1 to adopt the budget, and committees do not operate that fast. Mr. Shadle pointed out that the budget to be adopted is the Preliminary Budget, and the final budget is not adopted until the end of August. Mr. Donahue stated that the tentative budget does not reflect any contemplated salary changes; the Salary Committee finds itself in a position where constraints have already been made, and a budget will have to be modified which should have reflected the contemplated changes which might be adopted. Mr. Olmstead stated that the Board is still in a position of having to deal with the monies available. Dr. Wood asked how the committee would reconcile that with the request for an \$8,000 to \$16,000 schedule. Mr. Donahue said that he would hope the Faculty, administration, and Board would have a planning committee to study the whole program as to what is going to be done next year and the year after in the situation; the basic question is not where the money is to come from but how the college is moving to spend the monies available. Mr. Shadle stated that Mr. Donahue may be right, and discussion should then be held on what areas should be curtailed; he noted that many programs are financed under Community Services, and there is no choice.

Mr. Donahue, speaking as an individual and not as the representative of the Faculty, suggested that many of the present activities in the Physical Education Department, such as badminton, golf, and volleyball, could be eliminated and courses established in calisthenics to be taught by two instructors and that the remainder of the P.E. faculty would then be available to teach in their minor fields. Dr. Wood inquired as to how this would save money. Mr. Donahue said that perhaps it wouldn't this year, but in following years with additional enrollment the college would not have to hire staff. Mr. Shadle expressed the feeling that discussions should continue and that hopefully some determination could be reached before the first of August. He suggested that representatives from administration, Board, faculty, and interested lay people could perhaps offer some valuable suggestions. Dr. Huber stated that the materials submitted by Mr. Donahue would indicate that an \$8,000 to \$16,000 schedule within another year would be about where it has been pointed out by Mr. Donahue; with the limited funds,

such a committee could establish a long range plan which would in fact inculcate into that plan the desires as presented this evening, recognizing that it is perhaps not feasible to resolve it in this budget but that a program could, over a period of time, perhaps be realized in some way that would be satisfactory to the Faculty, Board, and community. Dr. Huber further suggested that the Faculty Senate be asked to make recommendations for membership on this committee and that specific names will be presented to the Board at the next meeting for consideration. Mr. Donahue introduced Mr. Gene Jackson, who is the new Chairman of the Faculty Senate Salary Committee and will represent it at future meetings. Mr. Olmstead thanked Mr. Donahue for the presentation.

Approval of the ASB Budget, 1968-69, was postponed (ASB Budget, 1968-69 until the next meeting.

MSC Shadle, Jaques

RESOLUTION 67-2123

(Authorize signatures
(ASB funds, Summer
(and Fall 1968

BE IT RESOLVED, That persons authorized to sign checks disbursing funds for the Associated Student Body for the Summer and Fall semesters, 1968, are as follows:

Either

Kim Robert Clark, President, ASB

or

Karen Schmidt, Treasurer, ASB

AND

Either

John D. Schettler, Asst. Supt., Business

or

Ruth Serr, Accountant

(FINANCIAL REPORTS:

Discussion of the Report of Budgetary Balances as of May 31, 1968, was postponed until the next meeting.

(Budgetary Balances,
(postponed

Discussion of the Report of Collections Deposited in County Treasury as of May 31, 1968, was postponed until the next meeting.

(Collection Advices,
(postponed

Discussion of the Report of Use of Facilities During the Month of May 1968 was postponed until the next meeting.

(Use of Facilities,
(postponed

Discussion of the Travel Report Involving the Use of College-Owned Vehicles During the Month of May, 1968, was postponed until the next meeting.

(Travel Report,
(postponed

MSC Loomis, Wood

RESOLUTION 67-2123

(Approve Purchase
Orders)

BE IT RESOLVED, That Purchase Orders numbered 2901 through 3828, except for those marked "reserved," be approved.

Action on the Report of the Library Acquisitions during the month of May 1968 was postponed until the next meeting.

(Library Acquisitions
was postponed)

MSC Wood, Shadle

RESOLUTION 67-2124

(Approve Expense
Warrants)

BE IT RESOLVED, That Expense Warrants numbered 782806 through 783027 be approved.

MSC Jaques, Shadle

RESOLUTION 67-2125

(Approve Salary
Warrants)

BE IT RESOLVED, That Salary Warrants included in Payroll Orders No. 23 and 24 be approved.

Discussion of the Associated Students Balance Sheet as of April 30, 1968, was postponed until the next meeting.

(ASB Balances,
postponed)

Discussion of the Cafeteria Balance Sheet as of April 30, 1968, was postponed until the next meeting.

(Cafeteria Balances,
postponed)

Discussion of the Written Report of the Superintendent was postponed until the next meeting; it was noted that most of the items had been included in previous discussion.

(REPORT OF THE
SUPERINTENDENT,
postponed)

(PERSONNEL:

After brief discussion, it was decided to postpone action on all matters of personnel until the next meeting, with the exception of the following:

MSC Loomis, Shadle

RESOLUTION 67-2126

(Approve employment
of Certificated
Personnel, 1968-69)

BE IT RESOLVED, That the employment of Certificated Personnel, as recommended by the administration, for the school year 1968-69, be approved (with the understanding that the salary amounts shall be deleted from the listing as presented by the administration).

The meeting was adjourned at 11:20 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
June 25, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order
Mr. Morse Olmstead.

MEMBERS PRESENT: Mr. Morse Olmstead, President (Roll Call
Dr. Bruce D. Jaques, Vice-President
Dr. Tipton L. Wood, Clerk
Mr. Milo E. Shadle

MEMBERS ABSENT: Dr. Richard A. Loomis

ADMINISTRATORS
PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Charles Coutts, Dean of Sci., Bus., Tech. Div.
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mr. Sheridan Hegland, Ch., Faculty Senate
Mrs. Rita White, Vice Ch., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mr. Chris Pagakis, Physical Education Dept.
Mr. Robert Fullerton, Mathematics Dept.
Mr. Edwin Groschwitz, Chemistry Dept.
Mrs. Grace Burns, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. Harry de Jong, Hollandia Diary
Mr. J. D. Hodges, Ramona
Mrs. Parsons, San Marcos
Mrs. Manchester, San Marcos
Mrs. Sorensen, San Marcos
Mr. Bill Cain, Escondido Daily Times-Advocate
Mr. Bob Rodriguez, San Diego Evening Tribune
Mr. Peter Brown, San Diego Union
Mr. Scott Boyles, Administrative Assistant

Mr. Olmstead declared a quorum present, welcomed the guests, and the meeting proceeded with the order of business. Mr. Olmstead announced that Dr. Loomis was absent due to serious illness. He also noted that the Board Room had been rearranged to accommodate the overhead projector in the discussion of figures for the benefit of the members of the audience. It was

MSC Jaques, Shadle

RESOLUTION 67-2127

(Approve Minutes
(June 11, 1968

BE IT RESOLVED, That the Minutes of the
Regular Meeting of June 11, 1968, be approved.

Dr. Huber stated that there had been no requests
for hearings; it was noted that Mr. Hegland had
spoken under this segment of the Agenda at the last
meeting, and is in attendance this evening to discuss
the first matter under new business.

(HEARINGS

(COMMUNICATIONS:

Dr. Huber read a letter dated June 14, 1968, from
Mr. George P. Kelsey, Jr., President, Board of
Trustees of Fallbrook Hospital, regarding continuance
of the Nursing Education Program. Dr. Huber
stated that a reply would be sent.

(Fallbrook Hospi-
(tal, Nursing
(Program

Dr. Huber displayed a publication containing a
research paper written by Mr. Dennis Bostic of
the Life Sciences Department; Mr. Coutts noted
that Mr. Bostic has a special interest in reptiles
of Lower California, and the publication is the
result of his individual work and work done on field
trips.

(Publication by
(Mr. Dennis
(Bostic

Dr. Huber announced the death of former student,
Gary Hanson, who graduated in June of 1967; Mr.
Hanson had been confined to a wheel chair during
his matriculation here, but had been very active
in all phases of student life, serving as ASB
treasurer during his last semester here. He had
attended San Diego State College last year. Dr.
Huber noted that the appropriate letter will be
sent to his family.

(Student,
(Gary Hanson

(OLD BUSINESS:

Dr. Huber stated that at the last meeting con-
siderable documentation was presented in support
of a Faculty Salary Committee recommendation for
an \$8,000-\$16,000 salary schedule. It was also
noted at the last meeting that approximately \$75,000
of the budget remained for allocation. Dr. Huber
stated that in meeting with the salary committee and
in study of the various materials, it is found that
the statements made by Mr. Donahue as spokesman for
the Salary Committee were essentially correct; that is,
Palomar College would remain at the median or below
in most areas among the Southern California junior
colleges, especially since recent adoptions of new
salary schedules have taken place. Dr. Huber stated
that the administration has recognized the need for
a salary increase for some time, but has been restricted
by the limited funds.

(Certificated
(Salary

Dr. Schettler explained that several changes have taken place in the past two weeks in the budget estimates of income; he outlined these as presented in the revised Budget summary pages. Dr. Huber stated that County Counsel opinion is that under the Education Code, hourly salaries must be on a proportional basis to that of the regular teaching salaries; this would include hourly salaries for evening, Summer Session, and substitute teaching. Dr. Huber stated that the recommendation of the administration is in three phases: (a) that a salary schedule of \$7,125-\$14,250 be adopted (which would maintain Palomar College at a reasonable level among the Southern California junior colleges and could be arranged within the budget at a total cost of \$88,212 additional); (b) that the hourly rate be increased on a proportional basis from a straight \$7 per hour to a range from \$7.11-\$9.90 per hour; and (c) that a Review Committee be established to be composed of representatives of the Faculty Senate, Board, administration, classified employees, Patrons, and members of the community for the purpose of studying the budget and the curtailments with the possibility of making recommendations and suggestions as to the total program and how it could best be implemented with the limited funds.

There was considerable discussion of the budget as presented (based on the present salary schedule), and the salary proposal, which represents approximately a 5.6% increase. It was noted that the main problem area in the salary schedule is the starting pay of a beginning teacher with a Masters degree, which is very low by most standards. Dr. Jaques suggested that this is a problem which the Salary Committee might well explore. Mr. Jackson stated that there are numerous ways to compile a salary schedule, and most junior colleges do not include a Ph.D. degree in their schedules because there are so few of them; other schedules are therefore more closely aligned with the needs of the beginning teachers. Mr. Jackson stated that the Faculty's position regarding the hourly rate is that they would prefer the originally recommended progression of \$8, \$9, and \$10 steps; however, the primary consideration is the regular salary schedule, and because of the legal requirement, the proposed proportional scale for evening, summer, and substitute teaching would be acceptable. There was considerable discussion of the placement of Palomar College among the other junior colleges in California and in Southern California. In connection with the proposed salary increase, the budget was also discussed; Dr. Schettler noted that information on State apportionment has not yet been received, and the assessed valuation of the district will not be known until late in August. He noted that the budget information could change considerably over the next four weeks, hopefully not downward; it has been the practice in the past to be conservative in estimates, and this has consistently been proven over the weeks during which the budget is finalized.

Dr. Schettler also noted that the proposed long term disability insurance program would not affect the budget, since that item would be covered by a special override tax already in effect and currently used to support the present accident and health policy on employees. Dr. Schettler stated that he would estimate the increase in assessed valuation for the district to be approximately 11.6%, from \$293 million to about \$327 million. He also noted that receipts from the interchange of students from other districts will be greater than anticipated and will affect the budget upward. In addition, firmer figures are now available on the NDEA projects, as shown on the revised summary pages of the budget.

It was noted that the purpose of the adoption of a Preliminary Budget is to give the County Superintendent opportunity to review it as to its legality prior to final adoption of the budget in August, after public hearing. Upon request of the Board, Dr. Schettler explained that the law requires that 50% of the operational budget of the junior colleges must be used for classroom teachers' salaries; this does not include administrative, counseling, or librarian's salaries (which is why these items must be shown separately in the budget). He stated that Palomar College is presently very close to this margin. He explained that when a junior college does not operate under this law, it is penalized by reduction of State aid. Dr. Schettler stated that Palomar College has ranged from 50.5% to 52.7%; under the present salary schedule, the college is right at the 50%, and the proposed increase would bring this factor to a more comfortable level.

In discussion of the proposed hourly proportional rate, Mr. Hegland commented that as he had pointed out at the last meeting, it is the request and recommendation of the Faculty and the Faculty Senate that all matters pertaining to the operation of the Summer Session for 1969 be referred to the Faculty Senate for review. Mr. Shadle noted that the Guidelines for Salary Development adopted by the Board in May provided for such a review, as well as the proportional hourly salary. Mr. Olmstead commented that it should also be recognized that the proportional hourly rate would result in a substantial increase in cost of the summer session instruction.

Dr. Huber stated that the recommendations from the Faculty Senate for persons to serve on the suggested Review Committee would be Senate members Hegland, White, Renick, Willis, and Jackson; he stated that it is hoped that Mrs. Adkins, President, will serve or suggest members of the Patrons to serve; the suggested community representatives would be Mr. Stuart Marshall of Fallbrook, Mr. John Cosh of Vista, and Mr. Jack Port of Escondido; and the ASB President, Kim Clark will delegate members of the student body. The members of the administration, such as Dr. Huber,

Dr. Schettler, Dean Bergman, and Dean Coutts will sit in the meetings as resource. In discussion, it was decided that all members of the Board would participate, and that the committee meetings would be adjourned meetings of the Governing Board wherein no action would be taken. Mr. Jackson and Mr. Hegland stated that this would be quite satisfactory to the Faculty. It was suggested by Mr. Shadle that members of the community who represent tax-payers' organizations be invited to sit in the committee also; Dr. Huber noted that as adjourned Board meetings, the sessions would be open to the public; he agreed that the suggestions and comments of these groups would be helpful. It was decided that the meetings would be held on July 2, July 16, and July 30, with the regular Board meetings to be held on July 9 and 23. Dr. Huber noted that the annual Organization Meeting of the Board must be held between July 1 and 15, and he would chair the Review Committee meetings until the new Board is organized. Dr. Schettler stated that the Publication Budget must be filed by July 20, and it is probable that action will have to be taken on July 16. It was

MSC Jaques, Wood

RESOLUTION 67-2128

BE IT RESOLVED, That the Certificated Salary Schedule for the School Year 1968-69 be approved. (See p. of these minutes.)

(Approve Certificated Salary (Schedule, 1968-1969

MSC Wood, Jaques

RESOLUTION 67-2129

BE IT RESOLVED, That the hourly rate for instruction on a proportional basis in conjunction with the regular salary schedule be approved. (See p. of these minutes.)

(Approve Hourly (Rate for (Instruction

MSC Jaques, Shadle

RESOLUTION 67-2130

BE IT RESOLVED, That the establishment of a Review Committee on the Budget, 1968-69, be authorized; that the members of the committee be as recommended by the Faculty Senate, together with members of the student body, classified employees, and the community; and that the meetings be held as adjourned Regular Board meetings, during the month of July, on alternate Tuesdays, at 7:30 p.m., in the Conference Room.

(Authorize establishment of Review Committee, (Budget

Discussion of the Preliminary Budget had taken place in depth under discussion of the Certificated Salary Schedule; it was

MSC Shadle, Wood

RESOLUTION 67-2131

BE IT RESOLVED, That the Preliminary Budget for the School Year 1968-69, as revised at this meeting, be approved.

(Approve Preliminary Budget, 1968-1969)

MSC Jaques, Wood

RESOLUTION 67-2132

BE IT RESOLVED, That the Associated Student Body Budget for the School Year 1968-69 be approved.

(Approve ASB Budget, 1968-69)

Regarding long term disability insurance, Dr. Huber stated that the Board had heard a detailed presentation by Dr. Phelps, Chairman of the committee designated to investigate the problem of the faculty member who is disabled for a long period of time and who has no income after using all of his sick leave benefits. The Board can extend sick leave under the law; however, this presents additional problems. Dr. Schettler stated that a number of plans were investigated, and in a meeting of all staff, the proposal now before the Board was chosen. It was noted that there are individual plans available for such insurance at a cost of approximately \$18 per year, but the coverage is much less advantageous than under a group plan. It was noted that under the newly adopted salary schedule, the proposed group plan would cost approximately \$10,600-\$11,000, at a rate of \$.61 per \$100 of payroll. Mr. Olmstead asked why the cost of this plan is so much more than under a private plan. Dr. Schettler noted that there is a 90 day waiting period before coverage takes effect, but coverage lasts until retirement age, whereas in private plans coverage is for five years only. Dr. Jaques commented that this plan would be a benefit in addition to the salary increase; he suggested that this matter be referred to the review committee for study prior to further action on it. Dr. Schettler noted that approximately ten individuals have private coverage at this time through payroll deduction, although others may have it through private sources. It was

MSC Jaques, Shadle

RESOLUTION 67-2133

BE IT RESOLVED, That consideration of a district supported Long Term Disability Insurance Policy offered by the Insurance Company of North America and California Junior College Association be referred to the Review Committee on Budget as established at this meeting.

(Refer consideration of Long Term Disability Insurance to Review Committee on Budget)

(NEW BUSINESS:

Dr. Huber stated that in discussion of this matter with Mr. Hegland, it was noted that a committee of faculty and administration annually reviews the Faculty Manual and the Board Policy, and it is his suggestion that this matter be referred to this committee for further report. The Board members agreed.

(Delineation of Roles and Procedures of Board, Administration, and Faculty Senate)

MSC Jaques, Wood

RESOLUTION 67- 2134

BE IT RESOLVED, That Dr. John D. Schettler, Assistant Superintendent, Business Services, be authorized to prepare and submit final reports and claims under the Vocational Education Act (VEA, the National Defense Education Act (NDEA), Public Law 874 (Federal Impact Law), and the Manpower Development and Training Act (MDTA) for the school year 1967-68.

(Authorize Asst. Superintendent to Prepare and Submit Final Claims, 1967-68, (VEA, NDEA, P.L. 874, & MDTA)

Dr. Schettler stated that the recommended contract is the only bid received out of five who took out papers; he noted that this company is the only one on the West Coast authorized under franchise to build or maintain geodesic domes. Dr. Schettler also noted that the architect's estimate of \$25,000 for the repair and acoustical treatment of the dome had been based on a firm estimate of this same company, and he could not explain why the bid for the job is so much higher than the original estimate. Dr. Schettler did point out that funds are available in the Special Reserve fund for this purpose, noting that these funds cannot be used for any other purpose than capital construction. Dr. Schettler explained in detail just what would be done to improve the dome, making it possible to hold several classes in that building at one time, as well as use it for other functions and making it more comfortable for all uses. He explained that the problems had not been corrected when first discovered years ago because the district was using all capital outlay funds on new building construction and did not have money to repair the dome.

(Contract of Purchase, Dome)

It was noted that the repair work will have a five-year warranty against leaking and is guaranteed to have an acoustical rating level within the normal for a concert hall. Work is scheduled to begin immediately after approval of the contract and will be completed between September 1 and 15. It was

MSC Jaques, Shadle

RESOLUTION 67-2135

BE IT RESOLVED, That contract of purchase for reseal and insulation of Gymnasium (Dome) be awarded to the low bidder meeting specifications, bids opened on June 14, 1968, Temcor, Torrance, California, at a cost of \$34,950.00.

Bldg. Dept.
(Award contract
(of Purchase, Re-
(pair of Gym-
(nasium: Temcor)

After considerable discussion regarding the bidding on milk and milk products, during which it was pointed out that all bids are the same with the exception of one, it was determined that further study of the legality of the award of contract be advisable. Representatives of the Hollandia Dairy spoke on behalf of their bid, noting that they are the only dairy with its complete operation in the district, and that the one other processing plant always receives the contracts for other school districts, and requesting that the awards of contract be reconsidered. They expressed appreciation for the many years of opportunity to do business with Palomar College. It was

MSC Jaques, Wood

RESOLUTION 67-2136

BE IT RESOLVED, That the matter of award of contract of purchase for Milk and Milk Products for the School Year 1968-69 be postponed until further information can be obtained as to the legality of bids.

(Postpone action
(on award of
(Contract for
(Milk and Milk
(Products, 1968-
(1969

MSC Jaques, Wood

RESOLUTION 67-2137

BE IT RESOLVED, That the publication of the Annual Budget for the School Year 1968-69 be in the Poway Chieftain during the week of July 25-31, 1968.

(Set publication
(of Budget, 1968
(1969

MSC Jaques, Wood

RESOLUTION 67-2138

BE IT RESOLVED, That the gift of an adding-posting machine valued at \$75.00 from Dr. E. H. Bronner of Escondido be accepted, and that an appropriate letter of appreciation be sent.

(Accept gift,
(Adding & Posting
(Machine, Dr.
(Bronner

MSC Wood, Shadle

RESOLUTION 67-2139

BE IT RESOLVED, That the sale of 25 used choir robes to Mrs. Cynthia Poole of Escondido for the total price of \$20.00 be approved.

(Approve sale of
(Used Choir Robes,
(Mrs. Cynthia
(Poole

MSC Wood, Jaques

RESOLUTION 67-2140

BE IT RESOLVED, That travel expenses for the following persons, for purposes of conducting school business, and within the areas disignated, for the school year 1968-69, be authorized:

(Authorize travel
(expenses for the
(School Year
(1968-1969

A. San Diego County
Marjorie Wallace
Esther Nesbin
Carylnn Damm
Donnabelle Casey
Melba Kooyman

Paul Rabe
Charles Crafts
Doris L. Hendren
Ruth Serr
Scott Boyles

San Diego Cty. A.

B. All travel in Connection with Student Activities Within the State of Calif.

Virgil L. Bergman
Robert E. Bowman
Robert L. Burton
Marjorie Wallace
Donna M. Reiser
Ward G. Myers
Billie Hutchings
Ray Dahlin

Mack C. Wiebe
Joseph W. Brennan
Arthur L. Lynds
James Clayton
Dockin F. Marrin
Viola Jeffery
Norman Gaskins
Vernon Ashbrook

State of Calif. B.
Student Activ.

C. All Travel in Connection with Student Activities Outside State of Calif.

Ray Dahlin
Mack C. Wiebe
Arthur L. Lynds
James Clayton

Dockin F. Marrin
Joseph W. Brennan
Mildred L. Ayers
Ward G. Myers

Outside State C.
of Calif.,
Student Activ.

- D. All Necessary Travel Within the State of California State of Calif.D.
Members of the Governing Board
Dr. Frederick R. Huber Mr. Howard R. Brubeck
Dr. John D. Schettler Mr. James G. Soules
Mr. Virgil L. Bergman Mrs. Mary B. Fulton
Mr. Robert L. Burton Mr. Russell Baldwin
Mr. Theodore Kilman Mr. Norman Gaskins
Mr. Robert Bowman Mr. Vernon Ashbrook
Mr. Charles Coutts Mrs. Evanell Renick

- E. Mileage Within the College District at \$.08 per mile allowed Within College E. Distr., Mileage
Dr. George B. Toll Ruth Serr
Dr. John D. Schettler Elvera Bailey

- F. Mileage at \$.08 per mile to be allowed on all travel authorized when the individual concerned furnishes his own automobile. Mileage, individual car F.

- G. The Superintendent/President of Palomar College is granted \$100 per month for transportation allowance. Transportation G.

MSC Jaques, Shadle

RESOLUTION 67-2141

(Set School Days, 1968-69)

BE IT RESOLVED, That the length of the school day at Palomar College shall be from 7:00 a.m. to 11:00 p.m., six days per week, Monday through Saturday, for the school year 1968-69.

MSC Jaques, Shadle

RESOLUTION 67-2142

(Authorize Procedures, Business Office)

BE IT RESOLVED, That the Governing Board authorize the following procedures:

- a. Person to whom mail from Accounting Section is to be addressed: John D. Schettler Accounting Mail

- b. Person who is authorized to pick up warrants (other than mail addressee): Ruth Serr Pick Up Warrants

- c. Person who is authorized to sign school orders (other than majority of trustees): School Orders

John D. Schettler

or

Frederick R. Huber

d. Person who is authorized to sign Collection Advices
Collection Advices:

John D. Schettler

or

Frederick R. Huber

e. Person who is authorized to sign oath Oath Certification
certification on salary deduction statements:

Doris L. Hendren

f. Person who is authorized to sign Payroll Payroll Orders
Orders:

John D. Schettler

or

Frederick R. Huber

or

Doris L. Hendren

g. Persons who are authorized to sign notices Notices of:
of:
1) Employment of Certificated Personnel: Empl.Cert.Pers.

John D. Schettler

or

Frederick R. Huber

or

Doris L. Hendren

2) Employment of Classified Personnel: Empl.Class.Pers.

John D. Schettler

or

Frederick R. Huber

or

Doris L. Hendren

3) Status Change:

Status Change

John D. Schettler

or

Frederick R. Huber

or

Doris L. Hendren

4) Voluntary Payroll Deduction Authorization: Payroll Deduc.

John D. Schettler

or

Frederick R. Huber

or

Doris L. Hendren

h. Persons authorized to sign checks disbursing Cafeteria Funds during the school year 1968-69:

Cafeteria Funds

Alice G. Coulter

and

John D. Schettler

or

Ruth Serr

i. Persons authorized to sign checks disbursing funds from the Jobe Loan Fund and from the Edith L. Webster Scholarship Fund for the school year 1968-69:

Loan Funds

John D. Schettler

and

Frederick R. Huber

j. Person authorized to approve for payment requests for funds from the NDEA Loan Fund for the school year 1968-69:

NDEA Loan Fund

John D. Schettler

or

Ruth Serr

Dr. Schettler pointed out that in 1966-67, the cost to the district for the Cafeteria was approximately \$9,300; during 1967-68, the cost will be \$5,200; on this basis, the operation of the Cafeteria has been more satisfactory in the sense that the district has to subsidize less this year. It is hoped that eventually the Cafeteria will be entirely self-supporting. It was

MSC Wood, Shadle

RESOLUTION 67-2143

BE IT RESOLVED, That the payment from district funds of the following Cafeteria costs during the school year 1968-69 be authorized:

(Authorize pay-
(ment of Cafe-
(teria Costs,
(School Year
(1968-69

- a. Maintenance of physical plant;
- b. cost of equipment replacement;
- c. cost of telephone, water, electricity, and gas;
- d. wages of all cafeteria employees and manager, with reimbursement from the cafeteria account to the General Fund for the amount of these wages.

Dr. Huber read the annual resolution authorizing the district to increase salaries if funds should become available and if it is deemed necessary. This resolution is required under the law. It was

MSC Shadle, Wood

RESOLUTION 67-2144

BE IT RESOLVED, That the Board of Governors of Palomar College, in accordance with Education Code Section 13510, reserves the right to increase the annual salaries of certificated and classified personnel during the school year 1968-69.

(Reserve right
(to increase
(Annual Salaries
(During school
(Year 1968-69

(FINANCIAL REPORTS

The Report of Budgetary Balances as of May 31, 1968, and Report of Income and Accounts Receivable was noted. Dr. Schettler briefly reviewed the accounts, noting that the end of the year balances will be reported at the first regular meeting in July.

(Budgetary
(Balances

The Report of Collections Deposited in County Treasury as of May 31, 1968, was noted.

(Collection
(Advices

The Report of Use of Facilities by Outside Organizations During the Month of May, 1968, was noted.

(Use of
(Facilities

The Travel Report Involving Use of College-Owned Vehicles During the Month of May was noted.

(Travel Report

MSC Wood, Shadle

RESOLUTION 67-2145

(Approve Library
(Acquisitions

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian for the month of May, 1968, be approved; and that letters of appreciation be sent to all donors.

The Associated Students Balance Sheets as of April 30, 1968, and May 31, 1968, and Comparisons With Previous Year; and Comparative Statements of Income and Expense was noted. Dr. Schettler reported that the Bookstore indicates considerable more merchandise than they had last year; this is in the process of being returned to publishers if it is not to be used in the Summer or Fall semesters. It was noted that the inventory write-off was the accumulation of five-years' failure to write it off every year under the previous bookstore management. There was brief discussion of income for ASB, in which it was that the primary source is from the sale of ASB memberships and the Bookstore; very little income is realized from concessions at games, since these are usually operated by the high schools.

(ASB Balances

The Cafeteria Balance Sheets as of April 30, 1968, and May 31, 1968, and Comparative Statements of Income and Expense was noted. Dr. Schettler reported that the year as a whole was good for the Cafeteria, although the month of May shows a considerable net loss; he noted that the books will be closed in the next report, and a more clarified picture will be available.

(Cafeteria
(Balances

Dr. Huber noted that everything in the written Report of the Superintendent had been covered under previous discussion. Dr. Huber reported in considerable detail his attendance at a conference for educators at the invitation of the Secretary of State in Washington, D. C. The conference was designed to familiarize educators with some of the lesser known facts and developments in Foreign Relations, and Dr. Huber stated that he would consider it a very valuable and informative trip. He distributed a more complete written report, which he outlined, noting that he had been honored to meet President Johnson, Vice President Humphrey, and Secretary of State Dean Rusk at a televised reception.

(REPORT OF THE
(SUPERINTENDENT

The meeting was convened in Executive Session at 10:05 p.m. for the purpose of discussing matters of Personnel. The meeting was reconvened in Regular Session at 10:50 p.m. It was

(EXECUTIVE SESSION

MSC Shadle, Wood

RESOLUTION 67-2146

BE IT RESOLVED, That the resignation of Dr. Roland K. Phelps, Counseling Department, effective June 30, 1968, be accepted.

(Accept
(Resignation,
(Dr. Roland Phelps

MSC Jaques, Wood

RESOLUTION 67-2147

BE IT RESOLVED, That the appointment of Mr. Raymond Dahlin as Chairman of the Department of Theatre and Speech Arts for the school year 1968-69 be approved.

(Approve appoint-
(ment of Chair-
(man, Dept. of
(Theatre & Speech
(Arts

MSC Jaques, Shadle

RESOLUTION 67-2148

BE IT RESOLVED, That the appointment of Mr. Justus Ahrends as Chairman of the Department of Communications (Journalism, Photography, and Graphic Arts), for the school year 1968-69, be approved.

(Approve Appoint-
(ment of Chair-
(man, Dept. of
(Communications

MSC Jaques, Wood

RESOLUTION 67-2149

BE IT RESOLVED, That the resignation of Mrs. Dicey J. Klingler, Clerk-Typist, Admissions Office, effective June 30, 1968, be accepted.

(Accept resigna-
(tion, Mrs. Dicey
(J. Klingler

MSC Shadle, Jaques

RESOLUTION 67-2150

BE IT RESOLVED, That amendments to the Classified Employees Handbook for the School Year 1968-69 be approved as follows:

(Amend Classified
(Employees Hand-
(book: Add
(Gardener Crew-
(Chief, place on
(Salary Schedule

- a. Addition of Job Description, Gardener Crew-Chief; and
- b. assignment of this position to Salary Range #21.

MSC Shadle, Wood

RESOLUTION 67-2151

(Approve employ-
(ment of Classi-
(fied Staff

BE IT RESOLVED, That the employment of the following persons as Classified Staff as indicated be approved:

- a. Miss Tillie Gonzales as Secretary, Work-Experience Coordinator Office (Mrs. Renick), Salary Class #21, at a salary of \$407 per month, effective July 1, 1968;
- b. Mr. Robert Kelly as Maintenance Man (short-term), Salary Class #25, at a salary of \$449 per month, beginning July 1, 1968;
- c. Offer of Re-employment to Mr. Loren Gail Gabbard for the school year 1968-69, effective July 1, 1968.

MSC Jaques, Wood

RESOLUTION 67-2152

(Approve employ-
(ment of supple-
(mental staff,
(students & extra-
(clerical

BE IT RESOLVED, That the employment of the following persons as supplemental staff (students and extra-clerical) as listed on p. of these be approved.

MSC Jaques, Shadle

RESOLUTION 67-2153

(Approve contract
(of Employment,
(Superintendent,
(Dr. Frederick R.
(Huber

BE IT RESOLVED, That contract of employment for Dr. Frederick R. Huber, as Superintendent/President, be renewed for four years at the same base salary, with the increments to be continued through 1971-72, be approved.

MSC Shadle, Wood

RESOLUTION 67-2154

(Set Date, Time
(and Place, Or-
(ganization
(Meeting, 1968-69

BE IT RESOLVED, That the Annual Organization meeting of the Governing Board of the Palomar Junior College District be held on Tuesday, July 2, 1968, at 7:30 p.m., in the Conference Room, Administration Building, Palomar College Campus.

At 11:05 p.m., it was

Moved by Mr. Shadle, Seconded by Dr. Jaques that the meeting be adjourned to Tuesday, July 2, 1968, at 7:45 p.m., in the Conference Room, Administration Building, immediately following the Annual Organization Meeting of the Governing Board.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
ADJOURNED REGULAR BOARD MEETING
CONFERENCE ROOM, COLLEGE CAMPUS
July 2, 1968 - 7:40 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Bruce D. Jaques, Clerk
Dr. Tipton L. Wood
Mr. Morse Olmstead

MEMBERS ABSENT: Dr. Richard A. Loomis, Vice-President

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.
Mr. Charles Coutts, Dean of Sci., Bus., & Tech. Div.

GUESTS: Mrs. Rita White, Vice Chairman, Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mrs. Evanell Renick, Ch., Department of Business
Mr. Joseph Willis, Dept. of Earth Sciences
Mrs. Alice G. Coulter, CSEA Representative
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. John Cosh, Vista
Mr. Stuart Marshall, Fallbrook
Mr. Charles Carpenter, Patrons of Palomar
Mrs. Manchester, Escondido
Mrs. Sorenson, San Marcos
Mrs. Parsons, San Marcos

Mr. Shadle declared a quorum present, and the meeting proceeded with the order of business.

Mr. Shadle stated that the function of the meeting (Review Committee was for the members of the Board and the guests to (on Budget, 1968-69 act as a Review Committee on the Budget for 1968-69. He introduced Dr. Huber, who distributed a brief agenda for the committee session. Dr. Huber noted that seventeen persons had been invited to serve on the committee, of which all but 9 were present, Some of the persons invited will not be able to serve but have named representatives in their places. Others will be able to serve but were not able to attend this

meeting, although they plan to attend others. Dr. Huber read the list of persons invited, noting their substitutes. Dr. Huber also pointed out that a Regular Meeting of the Board is scheduled for July 9; however, the Budget has not yet been received back from the County Superintendent, and it may not be ready for action at that time. Therefore, it is planned that that meeting will be a continuation of the Review Committee, and the Budget will be acted upon at the Adjourned Meeting of July 16. Dr. Jaques commented that the meeting seemed rather formalized; he had hoped for a general session with questions and answers. Mr. Shadle agreed, stating that the purpose of the Review Committee is to determine what the community feels are the needs in education and how Palomar College can best fill those needs. He noted that information on how the college functions will be helpful to the members of the committee in determining questions and suggestions.

Dr. Huber spoke on The Function of the Community College. Beginning in 1907, the community college was authorized by the State Legislature as an extension of high school. The idea was that the high school district would offer the first two years of a college program. Since then, the idea has expanded in scope and responsibility to what it is today, with at least 80 junior or community colleges in the State. It has become a unique, multi-purpose community institution. The junior colleges carry a major share of the lower division training in California today. Of all students seeking a bachelor's degree or above, at least 80% obtain their lower division classes in the junior colleges. There has also been expansion of programs to the vocational and technical areas of training for high school graduates who do not go on to the four-year colleges but wish to enter the world of work.

The junior colleges have a further unique quality in that they represent the local community. It is rather difficult for the State colleges and University to represent the local community, and in reality, it is, in fact, the junior college which does. The terms "junior college" and "community college" represent the same institution. It has been thought of as "something less than" or "junior to." Over the years, that concept has been eliminated, and it is now a separate and unique type of educational institution. In 1960 the State Legislature established what is called the "Master Plan of Higher Education." The authority of the junior college Board and administration comes from three sources: the Education Code, which prescribes for the total operation of the institution; the Administrative Code, or Title 5, which details procedures such as the number of units a student must carry in his major, that the student under 21 years of age must carry physical education classes while in attendance, and that all students must take a course in American Institutions and History; lastly, there is the Master Plan, which delineates the functions of the three units of higher education in the State, the Junior College, the State College, and the University.

Within the community college, there are four major categories of educational programs: (1) The lower division college transfer program, which is the first two years of a bachelor's degree program; a student should be able to graduate from this institution and be enrolled as a junior at the four-year institution of his choice. (2) An educational program, credit and non-credit, to meet the educational and technical needs in the semi-professional and vocational areas; these programs relate primarily to the community and are developed and maintained with the help of 21 lay advisory committees representing the community. (3) Counseling and guidance to direct the students to areas in which they can succeed and in which they can provide service to the community upon completion of their program; this is defined in the Master Plan. (4) Provision of a flexible program of educational, cultural, and recreational services above and beyond the educational needs of the community; this is called Adult Education and/or Community Services, and it is one of the four functions as delineated in the State Master Plan.

Courses offered at Palomar and other junior colleges in transfer programs are parallel with those in the State colleges and universities, and students in the technical and vocational programs must be prepared for the jobs they assume. The lay advisory committees assist in determining the requirements for this, and constant checks are made as to whether the courses offered are actually making the students employable.

An additional factor which needs to be pointed out is that the junior or community college is what is known as "an open door" institution. All students over 18 years of age and/or having a high school diploma must be accepted under the law. Whether or not they remain in college is up to the institution within certain limits. The institution also must determine whether or not a student can benefit from education. The institution is not only tuition free, but the fact that it is within the community makes it practical for students to live at home for his first two years of training, whether he goes into the world of work or transfers to a four-year institution. The community college is not an extension of high school where students wait until something better comes along. It is an institution which has a specific function and purpose and is designed to do this very unique function. In past years, it has been under the supervision of the State Board of Education; however, as of July 1, there is a Board of Governors for California Community Colleges, which will function as a Statewide governing board. In the establishment of this board, the Legislature was clear in pointing out that this would in no way affect the local control of the community colleges. The members of the local board are the elected representatives of the public which it serves and are, in fact, responsible for the program offered at the community college. The Palomar College Board is responsible for what is offered at Palomar College.

Dr. Schettler explained that in the past two years, the financing of Palomar College has been as follows: Federal funds, 6%; State funds, 24%; County funds not within the district, 14%; taxes from property within the district, 51%; local fees, 4%; incoming transfers of tuition funds, less than 1%. The program is operated under the General Fund and does not include capital construction, which would involve a different percentage because of bond redemptions, etc. All indications are that the year 1968-69 will operate under approximately the same percentages. Mr. Shadle suggested that the educational program be described prior to discussion of the budget; Dr. Huber agreed that this would be appropriate.

Dr. Jaques commented that many students still feel that they are going to a junior college only because they do not have the grades for acceptance elsewhere. Dr. Huber stated that many times this is because their parents have been educated at four-year institutions; however, many children of persons who began at junior colleges are now attending junior colleges, and this concept is no longer prevalent. In addition, it is to be noted that most students who attend a junior college for the first two years do better at the four-year institutions. Dr. Huber stated that most lower division courses at the four-year institutions are taught by graduate students or teaching assistants. He noted that many of the university people encourage junior college attendance. Mr. Olmstead stated that at one time, the attitude against junior colleges was held by high school counselors, but this has also changed in the past few years, and counselors are now encouraging students to attend junior college. Mr. Coutts remarked that this attitude has changed to a marked degree in the past two or three years especially. Mrs. Coulter noted that the counselors visit the high schools every year, and many high school seniors attend Palomar during their senior year at high school. Mrs. Burns commented that with the growth in population, a freshman student has much less opportunity for acceptance at a four-year college or university, because priority is given to the students already there. Dr. Huber noted that the University of California is geared to accept approximately 12-1/2% of the high school seniors, and approximately 33-1/3% are accepted into the State colleges as freshmen. Dr. Jaques commented that many students eligible to attend the State colleges or University go to the junior colleges out of choice; he stated that 75% of those students enrolled as freshmen or sophomores are in the junior colleges. Mr. Bergman noted that about 60% of the Palomar graduates had transcripts sent to other institutions, but follow-ups are not yet complete on these, so it is not known how many actually attended.

Mr. Jackson stated that he has taught at two other junior colleges, and the reason he is at Palomar College is that

the old adage of "a high school with ash trays" does not apply here. The level of instruction at Palomar is first rate and comparable to the instruction at any other institution in the State. He noted that students do feel this to a great extent when they enter. This is one of the problems, because many students who want to get into the transfer level programs cannot qualify; considerable attention has been given to this problem, but it still is not solved. Grades are not necessarily relevant. One of the things that happens in junior college is that students who did not do well in high school enter Palomar and find out what education is really all about and do very well. In determining placement of students in classes, certain cut-off levels are established, and those who are not qualified to enter the transfer level programs are placed in a special program where it is hoped that they will progress to transfer level.

Mr. Bergman remarked that the upper 5% of high school seniors and the lower 5% do not usually get into the same college classes. He stated that there is a fifth function of the junior college not previously mentioned, and that is to offer a remedial program and to perform a "salvage function." This is offered in every department on this campus. Approximately 12-15% of the entering freshmen had grades that would have entitled them to enter the University; 40% had grades which would have entitled them to go to the State colleges. There is also a large percentage who did not qualify themselves for transfer because of course patterns; these students must come to a junior college to prepare themselves in study which they did not do in high school in order to go on. In addition, there are those students who could not do well in high school and cannot do well in college level academic work. The community college has an obligation to provide training for these people, and it is cheaper than having the law do it.

Mr. Bergman stated that San Diego State College, where most of the Palomar College transfers go, but also the other State colleges and the University, cannot and does not supply in English 1A a master teacher of the caliber of the teachers at Palomar College; the student will take these classes under teaching assistants. Nearly all of the lower division courses at the University and most of the State colleges are taught by teaching assistants. Mr. Bergman stated that he feels that this is a tremendous asset which the junior college can offer the students. Palomar College can supply a master teacher in every class. Four-year institutions cannot, do not, and do not wish to do this. When a professor does teach a lower division class in the University, it makes headlines.

Mr. Bergman stated that beginning in September, Palomar College will open in the day program with 461 courses. It will offer 126 credit courses in the evening, and there will be 41 Community Service and Adult Education courses. This will be a total of 628 classrooms being used and instructors being used. The largest number of

classes taught will be in the area of physical education, with business being second with 57, and English third with 42.

Mr. Bergman stated that the college offers 29 certificate programs aimed directly at putting the student in the world of work as soon as he has completed the program. There are also 19 Associate in Arts degree programs which are vocational in nature aimed at progressing the student from the classroom to a productive citizen in the world of work. As previously stated, there are 21 lay advisory committees serving these groups. Mr. Bergman displayed the list of degree and certificate vocational programs. He stated that after the first semester on this campus, every student should be successfully pursuing a program that will ultimately lead to a bachelor's degree or a program that will lead to the world of work. If he is not successfully engaged in one of these, he will not be retained at Palomar College for very long. This underscores Dr. Huber's comment on the counseling function of the college; the fact that the college is able to retrieve or save any number of these young people is a credit to this and other junior colleges. There will be some who will not be able to profit by education here or anywhere. Mr. Bergman noted that the number of courses given above are not all different courses, but many are sections of the same course, as noted in the case of physical education and English.

The list of Vocational Education Projects, with Federal funds and district funds used, was displayed. Mr. Bergman stated that working with the department chairmen, the college has submitted projects as indicated. These have been successful in obtaining funds in the past, and it is hoped that they will be this year. Dr. Huber stated that the Accreditation Team in 1965 made a specific point of the fact that this institution has exhausted all areas possible in funding programs; the material displayed gives an idea of the efforts made by the college to provide funding above the local taxpayers' contributions. Last year, the college received 100% of funding applied for under VEA projects. Word has not yet been received about the projects submitted this year, but the ones displayed are the ones which would qualify for Federal funds. Mr. Coutts stated that most of the Vocational Education programs are taught in his division and on alternate semesters, for the most part. In some cases, the courses are taught every three or four semesters, whenever a group of students evolves which needs them for completion. In most instances, students can follow different patterns or sequences of courses and still end up with the same training. Mr. Bergman stated that in a four semester program for the AA degree, the student must fulfill certain general education requirements and have 20 units in his major field for a total of 60 units. The requirements for the certificate programs vary--some are one-year and some are two-years. They run from 18-20 units up to more than required for an AA degree in the Recreation Certificate. The 29 certificate programs are

"hard-core, go-to-work" type of operations. In the catalog, a certain course pattern of general education is recommended which is highly important, and many certificate people follow these patterns. These not only represent students but also people who want re-training and housewives who wish to enter the working world or others. It is not known how many, but there are students who come to Palomar, drop out, enter the service or other fields of work, and later decide to return to complete their educations.

Dr. Schettler stated that the total cost of educating a student at Palomar College, including all costs for building construction, is approximately \$1,000; the actual educational aspect alone is about \$740-750 per student. Dr. Huber noted that the cost of education at a State college is \$1,500 per student and at the University it is \$2,600. Mr. Jackson noted that the college is now entering into a program where it can certify that a student has completed the first two years of his college program, and this cannot be questioned by the State colleges. Formerly, students would occasionally have to make up lower division courses required by the State colleges for some special reason and not offered in the junior colleges, but this can no longer happen under recent decisions by the Board of Trustees for State Colleges. Mr. Bergman stated that the State has now decided that the junior colleges can determine the breadth of requirements in general education, which is a major step forward. Mr. Bergman explained that new courses are developed first by the instructor with his department chairman, who then submits the suggested course in a prescribed form to the Curriculum Committee, where it is discussed and, if acceptable or desirable, approved. Not all courses submitted are approved. After approval by the Curriculum Committee, the course is submitted to the Governing Board, and after its approval, it is submitted to the State Bureau of Junior College Education. After approval by the State, the course then becomes a legal junior college course, and a course cannot be offered at Palomar College until it has been approved by the State.

Mr. Carpenter asked what the criteria are for courses funded by the Federal Government. Mr. Bergman stated that the questions asked are: Does the course meet the needs of the students? What are the job opportunities in the area for this type of person? What facilities and equipment are needed for the training of this type? All of this is examined by several committees, and if it is passed, they approve the amount requested or a percentage thereof. In response to Mr. Shadle's question, Mr. Bergman noted that the Federal Government also supports the National Defense Education Act projects. Dr. Huber noted that this is mostly equipment. Mr. Coutts explained that beginning in 1958 the NDEA program was completely for equipment in the sciences, mathematics, and foreign languages. Since then, the program has been expanded and will include the humanities next year. Funds

provided by the Federal Government are distributed by the State for the purchase of equipment which is either innovative in nature or necessary to conduct a standard program in one of the subject matter fields. Palomar College has projects which have been approved in part in the physical sciences, chemistry, mathematics, English, history, foreign language, and social studies. Unfortunately, the amount of money available is not sufficient to fulfill the demand. Palomar might submit a project for \$25,000, of which the Federal Government will fund half, and the college could expect about 30% of the request to be filled; this is true throughout the junior colleges. It has been an outstanding program and has enabled the college to equip the laboratories very well; Palomar has received much benefit from it. In the light of heavy Federal budget cuts, this program will probably be curtailed to some extent. Mr. Bergman noted that Mr. Coutts served on one of the committees reviewing these requests. Mr. Coutts stated that there is no Federal control involved in the projects at all; no inspectors or auditors have ever investigated, although it is always possible that they might. Dr. Huber stated that all of the College financial records are audited yearly in San Diego County, and these are audited along with the total program. Dr. Schettler stated that the applications for projects are submitted only to the State government which disburses the funds.

Dr. Huber displayed the organization chart and explained it in detail. He stated that approximately 3,100 students are expected in the Fall, and it is hoped that the present organization, from the people of the community through the Board, administration, faculty, and staff to the students, will be able to function with as many as 5,000 students. It is felt at present that the staff is a tightly woven one and does provide the type of service needed. This organization is here to see that the best possible job is done in the classroom; this is the basic and only function of the college and the whole purpose of the organization. Mrs. Fox suggested that the organization chart might be included in the college catalog.

Mr. Olmstead stated that two things are being attempted with this committee. An explanation of the college and what is being done here is being provided; this is essentially for persons not connected directly with the college. The Board is hoping for some suggestions from the people as to the direction of the college. The Board is also under a commitment to do some studying and discussion with the faculty representatives regarding their interests. Mr. Olmstead stated that up to this point, the discussion has been primarily directed toward information, and he suggested that the main consideration should be organized for discussion. Mr. Shadle stated that he feels there is a lot of potential discussion to be covered. Dr. Huber stated that he would

assume that this is one of the things that would be decided. From previous discussion of the budget, it is known that it takes about one and one-half hours to review it. An attempt has been made to give a good over-view of the college program as background information. At this time, it might be best to determine what information is needed, that is, what the community and other representatives want to know in terms of what has been offered and in terms of the budget. Mr. Olmstead suggested that a complete transcript of the meeting be mailed to all members of the committee, especially those not in attendance, so that it will not have to be reviewed again, and the committee can progress with discussion.

Dr. Huber asked what things need to be looked into or examined; for example, what are the areas of Adult Education about which there are questions? Also, what questions exist as to other aspects of the program? There are a number of factors which should be explored, such as the remedial and vocational aspects of Palomar College, which are very small in comparison with other junior colleges. He suggested that perhaps this is the time to set the direction for future meetings. Mr. Shadle suggested inquiring of the persons present what broad topics should be discussed. He suggested that the Adult Education program is one that is not well understood; for instance, how it is financed.

Dr. Huber stated that in addition to the statutory 35% tax authorized by law, the Board is allowed to levy certain taxes for retirement and health benefits and old age security; in addition, they may levy a tax for up to 5¢ for Community Services. This is also known as the Civic Center tax. This is based upon the assessed valuation, and this district does levy a 5¢ tax for this purpose under which courses and services are offered. The college maintains the various areas used by the community, such as the Student Union, the tennis courts, etc. Those who attend Board meetings regularly are aware that a monthly report of use of the facilities by outside organizations and groups is made. Also, under this tax, the college provides a recreation program in which such things as the Symphony Orchestra and other programs are offered during the summer months. This tax can be used only for this type of purpose. It can be used for the maintenance of facilities and even for the building of facilities (some communities have built swimming pools with it), and for the wages of personnel needed for maintenance after community use of facilities. Dr. Schettler stated that on the present base, the 5¢ tax raises approximately \$150,000. Mr. Olmstead asked if there could be a report as to how this money is used; Dr. Huber stated that Mr. Kilman, Dean of Adult Education and Community Services, is preparing a complete report to be presented at the meeting of July 16.

Mr. Cosh asked when the final adoption of the Budget would take place. Dr. Huber stated that the present scheduled date is August 6, at which time it will have been published,

and there will be a Public Hearing. It must be adopted between August 1 and 7. Mr. Cosh asked if the budget summary pages mailed to the committee was reviewed by the Board and if the committee is asked for further evaluation. Dr. Huber stated that the budget in its present form is the Preliminary Budget and is still in the hands of the County Superintendent being examined for its legality; when it is received back, it will be approved by the Board as the Publication Budget; then, after the Public Hearing on August 6, the Final Budget will be adopted. Changes may be made until that date. Dr. Huber stated that it is hoped that at the next Regular Board meeting, which will also be a Review Committee meeting, the budget will be discussed in the light of the information developed at this meeting. The committee is scheduled to meet each Tuesday evening until July 30.

Mr. Shadle stated that he would think the budget discussion should be last on the program for the committee. Other questions should be discussed in detail, such as the philosophy behind what is being attempted at Palomar College, the requirements and thinking regarding teachers and classified salaries, and the role of the community college and the way in which it is serving its function. The committee would then be able to go into the funding in a knowledgeable manner. Mr. Cosh suggested that it is somewhat late in the year for that; the classes are scheduled and the needs provided for next year, and what is really needed at this time is a firmer understanding on the part of the community or some suggested deletions or additions from this committee as to the needs for the following year. Mr. Cosh suggested that after this budget is adopted, perhaps an advisory committee should be retained to make suggestions for the following year.

Dr. Jaques stated that one of the main factors is that the faculty approached the Board and discussed a major increase in salaries; part of the discussion was where it might be possible to obtain the funds for this and what kind of programs could be deleted or what kind of reorganization could be made to provide for this. Dr. Jaques stated that he had expected much more participation from the committee members and guests than had taken place and had hoped for some concrete suggestions.

Mr. Marshall stated that he has had little direct experience with the junior college or with school budgets, and what has been presented has been most informative. The first thing he would require in the study of anything is a general briefing, and he could then work forward as time goes on and begin to discuss items in the budget. He stated that he will be having discussions with people in his community who know he is in attendance at this meeting, and he may be carrying some questions and/or suggestions back from them. He felt that the information has been most beneficial for

persons such as himself, and he will have more to say as he begins to understand more about the operation of the college.

Mr. Shadle commented that the college has gone through three elections and he has heard a lot of objections to what the college is offering; he wondered if the persons at this meeting were being too polite to express themselves. Mr. Cosh stated that one question he would have would be why, after the defeat of the tax override, did Palomar College approve salary increases for the faculty, and where did the money come from if the district was so drastically in need of funds as represented in the tax election campaign? Mr. Olmstead stated that this question is a very good one and one he is sure that many persons have. He stated that there is a question in the minds of the people of the community as to what the financial position of the district is and what does the district have the financial means to do. One of the stated purposes of the tax override funds was the hiring of 19 new teachers; this possibility has been completely eliminated because of the lack of funds under the present conditions. Mr. Olmstead stated that Palomar College has as its faculty a very finely screened and highly qualified group, and the results have been satisfying. The pupil result has been an excellent one, and that is what the institution must be measured by. The Governing Board, in the years in which he has served, has maintained a policy of not having the highest salary schedule nor the lowest; but in order to attract and hold the quality teachers at the college and continue to bring them here, a salary schedule at the median position is needed. A formidable amount of information is available at all times for the Board to know just where the college stands in all positions and levels at the various steps compared with other junior colleges. The Board and administration were of the consensus that if it were possible, this college should not worsen its position this year in the college salary schedule in relation to others in Southern California and in the State as a whole. Also, it was recognized that it would not be possible to do everything that was needed or wanted in the program. There were some areas which had to be eliminated entirely, some parts were cut back drastically (such as the Adult Education program), but some move has been made toward holding the position of the college regarding salaries. During the past year, the salary scale has been raised in two steps a total of approximately \$400 beyond the starting levels. This, in the critical category of those teachers with a masters degree or better, will enable the college to keep the median or near median position; and rightly or wrongly, that was the basis for the decision to utilize the funds available to do this.

Mr. Cosh asked where the funds were obtained. Mr. Olmstead stated that the budget projections are both for income and expenditure, and there is always a growth in the tax base and tax produced revenue. There was no backlog or surplus

of funds; the monies in the reserve accounts are minimum funds needed for starting the year before funds become available from outside. Dr. Schettler noted that deferred income is that which has been accrued to the college in the year past but which will not be received until the Fall. Mr. Cosh asked if none of this deferred money could be used for next year, and Dr. Schettler replied that this was correct. Dr. Huber stated that when the books are closed it is known exactly what is available, and this wasn't possible prior to the time of adoption of the budget; the Board had been given a new budget, in effect, every two weeks over the period of time it was studied, beginning in March. As the accounting process moved closer to the closing of the books, it was better understood what monies were available, and Mr. Olmstead pretty well defined what decisions were made.

Mrs. Coulter commented that as representative of the Classified personnel, she would hope that some consideration had been given to their request for a 5% increase. Mr. Shadle stated that the Board did not make any raise whatever for the Classified to date. He stated that one item not mentioned is the fact that the cost of living across the country, and particularly in Southern California, rose approximately 5% last year, and salaries were raised approximately 5%; therefore, in effect, the salaries were not raised at all--the buying power is still the same. Mr. Jackson commented that the beginning instructor at Palomar College, with the new schedule, is 12th out of 15 colleges in Southern California. He said he hoped that the administration and Board are convinced that the quality of instruction depends upon what happens in the classroom. If first rate salaries are not paid, there will not be first rate people in the classroom. Mr. Jackson stated that as to the question of where the \$88,000 came from only a few days after the failure of the tax election, the administration has explained that to his satisfaction.

Mr. Cosh stated that one of the reasons he raised this question is to demonstrate to the Board the possibility of a lack of communication between the college Board and the voters in the college district. When salaries are raised some \$88,000 and it is justified, it should be adequately explained in public the reason for the raise and where the funds came from. There are many, many older citizens in the district who voted against the tax override, and the raising of salaries gives them further reasons as to why the elections didn't succeed. Mr. Cosh stated that he thinks one area in which the college could do a 100% better job is in the communication of these facts to the people which it represents. Mrs. Fox stated that she would agree with Mr. Cosh; the area of communications needs to be emphasized. She noted that a remark made at the last Board meeting that the recommended salary schedule brings

the college to the median compared to other colleges last year, but those colleges are also adopting new schedules, and as a result, Palomar is still behind and below other colleges in the State. Mr. Cosh stated that he knows this, but the majority of the voters in the community do not know it. Mr. Shadle stated that the question of how to set teachers' salaries is one of the more difficult ones that the Board deals with each year. He does not think there is any doubt that what they are being paid is far less than other persons of similar education and experience; therefore, how salaries are determined is not based on supply and demand as in private industry, but on the philosophy of remaining at the median level. Mr. Cosh stated that he is certain that if the college didn't pay adequate salaries and didn't have the dedication of the present staff, the college probably wouldn't be able to retain them. He stated that he has no qualms whatever about the payment of staff members and teachers; he feels that some teachers, like everyone else, work harder and do their jobs better than others and should therefore reap the rewards. He said he is one who believes strictly in being paid on merit and not on tenure (he disagrees with the entire tenure policy in the California school system). However, he has heard the question he raised brought up and has tried to answer it, and he believes that it should be communicated more completely by the college.

Dr. Jaques asked how the college could communicate better. Mr. Cosh stated that some type of announcement showing the various schedules and what it takes in the way of degrees and professional experience to be a teacher at Palomar College, with comparisons to other junior colleges, etc., should be published. Dr. Jaques stated that it is really a very complex thing; all this could be put in the paper and probably only 1% of the voters would read it. Mr. Cosh agreed, but stated that it is normally the person who would ask this type of question who would read it. Mr. Marshall stated that one of the things that is so difficult is to get a specific figure across to someone. He suggested as an example the Adult Education; however, a general reputation is needed. For many years, Palomar had quonset huts for buildings; this was a very good argument to the people that this college had been conservative. In discussing this with people, he has found that it is not necessarily Palomar College and its Board which the people are against but education in the State of California in general. What is needed is to get these things across to the public.

Dr. Jaques commented that he thinks the public is also protesting taxes in general in addition to education in general. Mr. Marshall stated that Fallbrook would not vote for the tax override for the college, but they did vote a 45¢ tax for the hospital; he stated that people will sit around and talk about the terrible state of youth but do not realize that Palomar College is one of the things that helps youth. Mr. Shadle commented that although the

tax override elections have failed, there have also been several board member elections in which the incumbents were re-elected very successfully. Mr. Marshall repeated that he feels it is education in general that the public is against right now.

Dr. Wood stated that if the Board could get good, workable ideas on how to get better public relations, it would help. Mr. Shadle stated that he thinks this type of self-examination could be the beginning of it. Mrs. Manchester stated that an incident happened about two years ago where about 50 people came to a meeting and were not seated but were represented by one person; she stated that she thinks that incident was part of the beginning of the problem. Dr. Jaques noted that that incident involved a Personnel hearing and could not be public; Dr. Wood stated that the group was asked to select three representatives, which they did. Mrs. Manchester asked if it is not possible to have an open meeting that is an open meeting in all respects. Dr. Huber noted that, by law, an open meeting must be held at all times unless personnel matters are under discussion. The group was seated in the public meeting, but because an executive session was requested by the individual, three persons were selected to sit in on the personnel meeting. Mr. Shadle commented that if the people come, the room will be found. Dr. Wood noted that when the Conference Room was considered as a meeting place for the committee, it was agreed that if it was not adequate the committee would move to a place that was adequate. Mrs. Manchester stated that she would let people know this.

Mrs. Coulter stated that she has been a member of Classified employees at Palomar College for 14 years, and this is one of the first meetings of this type she has seen. To her, it was most informative to understand the basic network of a junior college, the percentages of funds and their sources, the community and how it is taxed, and the whole pattern which has been brought out at this meeting. She can understand it and she believes everything discussed should be published.

Mrs. Manchester stated that she is very much for education and has taken classes at Palomar College for many years, including photography and piano. Mrs. White stated that in the problem of better communication, it seems like the North County area is sort of a folksy type of community, but there are many areas in the community such as Rancho Bernardo and Lake San Marcos where the people do want to read the facts. She suggested that the communications policies be changed to give a kind of folksy news to these people on a regular basis, that is, open up to a more informal presentation of the college and its people. Mrs. Fox stated that one term that is often confused in the minds of the public is Adult Education; there are people who look upon that as a class only an adult takes;

they do not separate in their minds the credit and non-credit courses and their purposes. This should be clarified, because it is referred to many times.

Dr. Huber suggested that lists of ideas or questions referring to salaries, Adult Education, or whatever, be written out, and that these be sent in to him so that they can be sent out to the committee, along with what has been discussed at this meeting. These questions could then be taken up at the next meeting, and they would specifically relate to the information that has been discussed tonight. They could be explored to the point where at least the people in attendance would have answers as to what the college Board and administration is doing and how they are doing it. Also, as previously noted, Mr. Kilman is scheduled to make a complete presentation on the Adult Education program on July 16. Then, as the budget is reviewed, the committee could make suggestions as to what items they would think should remain. Dr. Huber stated that if this suggestion would be satisfactory to the committee, he will send out the summary of this meeting and a list of question on some of the broad areas discussed, with perhaps others, and the committee can start at that point at the next meeting.

Mr. Bergman stated that much of the information and figures have been published, both in connection with the tax override elections and in publications regarding regular Board meetings. He stated that last Fall, the college opened with 2,615 full-time day students. The best estimate was that full programs could not be offered to 25 or 30 more students with the existing facilities and staff. The best estimates now reveal that there will be approximately 300-400 more students here than there were last year, and the college is absolutely no different than it was last year. The college is in a position to offer full programs to 2,600 students. A student can come here evenings and Saturdays and possibly get a full program, but there are going to be some 300 students who will not be able to do so. Mr. Olmstead commented that there were approximately 800 students who took night classes last year out of necessity and not from choice to complete their programs. Mr. Shadle stated that he has heard complaints that the college has eliminated most of the Adult Education program; it should be emphasized that this was done to make those teachers available for the full-time students.

Dr. Jaques stated that in response to Mr. Cosh's question, the income budget as of this time is probably not the same as it was a week ago. The administration and Board does not know from week to week what it will be; the figures will change as the information is received. The \$88,000 for faculty salaries may change; this figure was projected on the basis of anticipated income estimated at that time. Dr. Schettler noted that the college has not yet been informed as to the assessed valuation but should

know within the next two weeks; the cities have heard, on theirs, but the school districts have not yet been informed.

Mr. Olmstead suggested that there may be questions in some people's minds which they haven't had the opportunity to bring up at this session; could they be invited to send a note to Dr. Huber setting out their questions which they would like to hear discussed in this committee. Dr. Huber stated that he would appreciate that, and he will send out a list of the questions with the other materials. Mr. Shadle commented that he hoped everyone in attendance feels free to ask questions or comment.

Mrs. Adkins stated that she thought that the additional funds were obtained from cutting back the budget in various ways. Dr. Huber stated that the budget presented to the Board for approval had had deleted some \$580,000 from staff recommendations and requests. All other aspects of the curtailment of the program were printed in the press. There are no additional funds; that was the amount of money asked for in the tax election.

Dr. Huber stated that because of the fact that the budget is not back from the County and is not ready for action, it is suggested that the Board meet in Regular Session as scheduled for July 9, but the only item on the Agenda should be the Review Committee; all action items would be held until the Adjourned Meeting of July 16. This would give Dr. Schettler opportunity to prepare the Publication Budget, which must be approved at that time. In response to a question, Dr. Huber stated that there are actually 17 persons invited to sit on the committee; there was a problem in getting all of these people together because of the short notice, but it is expected that they will be here, or their selected representatives or substitutes, at the next meeting. Since the Board members wished to sit in all committee meetings and cannot meet as a group except as an open Board meeting, it was decided that the regular meetings would be held with adjourned meetings in the weeks between. The members of the committee would be expected to comment, question, or make suggestions; however, others in attendance would, of course, be welcome to comment. The assumption is that it is the committee's job to do the work. Mr. Shadle pointed out that the committee has no power to take action or make decisions; only the Governing Board as a body can do that. The committee will serve more as a recommending agency. Mrs. Fox asked if Mr. Kilman could not make his presentation on July 9 rather than waiting until July 16, which is rather late to receive that information. Dr. Huber stated that the report will not be ready before the 16th. He also noted

that there will be very few items of business on the Agenda besides the Budget on July 16, and the majority of the time will be devoted to the committee session.

Mr. Shadle thanked the members of the committee and the guests for their questions and comments and expressed the hope that all would be in attendance at the next meeting on July 9.

The meeting was adjourned at 9:40 p.m.

(ADJOURNMENT)

P r e s i d e n t

C l e r k

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MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
ORGANIZATION MEETING
CONFERENCE ROOM, ADMIN. BLDG.
COLLEGE CAMPUS
July 2, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the acting chairman, Dr. Frederick R. Huber. (Call to Order)

MEMBERS PRESENT: Mr. Morse Olmstead (Roll Call)
Dr. Bruce D. Jaques
Dr. Tipton L. Wood
Mr. Milo E. Shadle

MEMBERS ABSENT: Dr. Richard A. Loomis

ADMINISTRATORS

PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.
Mr. Charles Coutts, Dean of Sci., Bus., & Tech. Div.

GUESTS: Mrs. Rita White, Vice Chairman, Faculty Senate
Mr. Gene Jackson, Chairman, Faculty Salary Committee
Mrs. Evanell Renick, Ch., Department of Business
Mr. Joseph Willis, Dept. of Earth Sciences
Mrs. Alice G. Coulter, C.S.E.A. Representative
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. Charles Carpenter, Patrons of Palomar
Mr. John Cosh, Vista
Mr. Stuart Marshall, Fallbrook
Mrs. Manchester, Escondido
Mrs. Sorenson, San Marcos
Mrs. Parsons, San Marcos

Dr. Huber declared a quorum present, and the meeting proceeded with the order of business.

Dr. Huber declared nominations open for President of the Board. Mr. Olmstead nominated Mr. Milo Shadle. (Election of Officers)
It was

MSC Jaques, Wood

RESOLUTION 68-2156

(Election of President:
Mr. Shadle)

BE IT RESOLVED, That the nominations for President be closed, and that Mr. Milo E. Shadle is unanimously elected President of the Board for the School Year 1968-69.

Dr. Huber turned the meeting over to Mr. Shadle, who declared the nominations open for Vice President of the Board. Dr. Jaques nominated Dr. Loomis. It was

MSC Jaques, Wood

RESOLUTION 68-2157

(Election of Vice
President: Dr.
Loomis

BE IT RESOLVED, That the nominations be closed, and that Dr. Richard A. Loomis be unanimously elected Vice President of the Board for the School Year 1968-69.

Mr. Shadle declared the nominations open for Clerk of the Board. Dr. Wood nominated Dr. Jaques. It was

MSC Olmstead, Wood

RESOLUTION 68-2158

(Election of Clerk:
Dr. Jaques

BE IT RESOLVED, That the nominations be closed, and that Dr. Jaques be unanimously elected Clerk of the Board for the School Year 1968-69.

MSC Olmstead, Wood

RESOLUTION 68-2159

(Appointment of
Secretary: Dr. Huber

BE IT RESOLVED, That the Superintendent, Dr. Frederick R. Huber, be appointed as Secretary of the Board for the School Year 1968-69.

Dr. Huber noted that the Governing Board has been meeting on the second and fourth Tuesday of each month; after brief discussion, it was

MSC Wood, Jaques

RESOLUTION 68-2160

(Set time and place
of Regular Board
Meetings, 1968-69

BE IT RESOLVED, That the Regular Meetings of the Governing Board shall be on the second and fourth Tuesdays of each month, at 7:30 p.m., in the Board Room, during the School Year 1968-69.

Dr. Huber explained that normally the Board elects a member to attend the annual meeting of the County Committee on School District Organization; however, the duties of the County Committee have been assumed by the County Board of Education, and the committee is no longer in existence. It was

Moved by Mr. Olmstead, seconded by Dr. Wood,
that the meeting be adjourned at 7:40 p.m.

(Adjournment

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
CONFERENCE ROOM, COLLEGE CAMPUS
July 9, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Bruce D. Jaques, Clerk
Dr. Tipton L. Wood

ABSENT: Dr. Richard A. Loomis, Vice President
Mr. Morse Olmstead

ADMINISTRATORS PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Charles Coutts, Dean of Sci., Bus., & Tech. Div.
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mr. Sheridan Hegland, Ch., Faculty Senate
Mrs. Rita White, Vice Ch., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mrs. Alice G. Coulter, CSEA Representative
Mr. Charles Carpenter, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mrs. Joy Day, CSEA
Mrs. Margaret Parry, CSEA
Mr. John Cosh, Vista
Mr. Stuart Marshall, Fallbrook
Mr. Don Bassett, Escondido
Mr. Lomax Smith, Escondido
Mr. J. D. Hodges, Ramona
Mrs. Manchester, Escondido
Mrs. Parsons, San Marcos
Mrs. Sorenson, San Marcos
Mr. Bill Cain, Escondido Times-Advocate

Mr. Shadle declared a quorum present, and the meeting proceeded with the order of business.

(OLD BUSINESS:

Mr. Shadle stated that as had been agreed by the Board and the members of the Budget Review Committee, the meeting would be devoted to committee discussion relative to the budget for 1968-69. Members of the (Budget Review Committee, 1968-69

committee had received copies in the mail of minutes of the previous meeting and a list of suggested questions. Dr. Huber distributed copies of the list of subjects and questions compiled from questions previously asked by members of the committee and guests and from the suggestions of the group. He reminded the Board and audience that the Publication Budget would be adopted on July 16, after a report from Dean Kilman on Adult Education and Community Services and further discussion of the committee. He noted that the minutes of the previous meeting of the committee gave a detailed presentation of the discussion held on July 2.

Dr. Schettler displayed a break-down of the computation of funds received from the State, explaining it in detail and noting that as the assessed valuation of the district rises, aid from the State decreases. He also displayed a detailed break-down of enrollment and costs for one class in Adult Education, Ballroom Dance, which was offered in the Spring semester, noting that the income of the class exceeded the cost of instruction by \$750. In discussion of adult education offerings, it was pointed out that classes in adult education are not continued if enrollment drops below 15 persons; it was also noted that Ballroom Dance is a particularly popular course. Classes in all areas are offered primarily because of demand. In Adult Education, usually a group of people request a course, and if after survey it is found that the course is desirable, it is offered; if attendance is not maintained at the standard, the course is then dropped. This is also the case in vocational programs and in credit programs; the demand for all courses is established through surveys, usually initiated by a group of interested persons or a lay advisory committee. Examples of programs of this type are the Nursing Program, the Auto Technology Program, and the Medical Assisting Program; in adult education, the Real Estate Program is one of increasing popularity and is, in part, subsidized by the State Division of Real Estate. Development of a Dental Assisting Program has been started; however, this program must be postponed due to lack of funds, although there is considerable interest on the part of students and need in the community by dentists.

There was brief discussion of the costs of the adult education courses; it was noted that a detailed report on Community Services and Adult Education will be offered at the meeting of July 16.

Mr. Shadle summarized the discussion held on the function of the community college at the last meeting, noting that most of the suggested questions on this topic had been answered. Mr. Coutts commented that it has been indicated

by the University of California that there is a serious lag in the up-dating of scientific equipment in many junior colleges, which could eventually cause problems in the transfer of students; although this is not a problem at this time, it could become serious if funds for new equipment are not provided. There was considerable discussion of whether or not industry and the professions could provide some subsidy for education needs, as is done in the apprenticeship program and in Real Estate. The apprenticeship program was explained, and it was noted that this has been a part of the college program throughout its history; in addition, the apprenticeship groups have provided facilities and equipment for their programs. It was also noted that many of the lay advisory groups in the vocational programs provide equipment either by donation or by visitation to their facilities. Dr. Huber briefly explained the regional planning done in the North County area in order to prevent duplication of programs between Palomar and Mira Costa colleges. However, it was also noted that when it becomes more expensive to permit students to attend other districts than it would be to provide the program in the district, a new program is started, such as in the case of the Police Science Program. It was also noted that under the Vocational Education Act Federal funds partially support such programs as the Nursing and Auto Technology.

There was considerable discussion regarding the questions suggested on teachers' salaries. Mr. Jackson reiterated the position of the faculty that first class salaries should be paid for first class instruction, and the Palomar College salary schedule lags considerably below other junior colleges, particularly for the beginning teacher. There was some discussion of the merit system versus tenure; various points of view were expressed, and it was generally agreed that there is no system by which merit can be objectively and constructively judged in the area of teaching. It was noted that there is no tangible evidence by which to measure standards of teaching, and attempts to use such systems in colleges and universities have been generally unsuccessful. Mr. Bergman explained in considerable detail the methods by which teachers are hired, evaluated during the three-year probationary period, and eventually placed on tenure. He commented that the Palomar College system is highly selective in its hiring practices and noted that the Accreditation Team had commented that perhaps the evaluation practices at Palomar were too extensive. It is felt that this is the best method to ensure a quality staff, and this has been done to fulfill the primary purpose of the college in providing for the educational needs of the students in the community. Mr. Bergman also explained briefly the professional growth criteria by which a staff member may move forward on the salary schedule through individual work and progression in his academic field.

Mr. Jackson stated that it is the feeling of the Faculty that salaries should be given priority consideration in the drafting of the budget. Dr. Schettler explained the process through which the budget is developed, beginning with requests from the various departments, through the assistant deans and deans, the business office, and finally the Governing Board. It was noted that the Classified Employees' had requested a 5% cost of living increase, and this had not been included in the budget, since it was decided that referral should be made to the California State Personnel Board which originated the study and development of the Classified Salary Schedule adopted last year. Mrs. Coulter pointed out that the cost of living was not a factor in the development of the new system, and it is felt that since the cost of living in Southern California has risen 5% over the past year, some consideration should be made for this. This question will be discussed in more detail on July 16.

Further discussion on the question of salaries will be continued, following the outline of suggested questions, at the next meeting. Dr. Huber noted that there will be some items of business, but the meeting will be devoted primarily to a presentation of the Community Services and Adult Education Program and the Budget Review questions, after which action will be taken on adoption of the Publication Budget. It is hoped that final figures on assessed valuation and other items will be available by that time.

At 10:05 p.m., it was

(ADJOURNMENT)

MSC Jaques, Wood that the meeting be adjourned to 7:30 p.m., July 16, 1968, in the Conference Room, Administration Building, College Campus.

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
ADJOURNED REGULAR BOARD MEETING
CONFERENCE ROOM, COLLEGE CAMPUS
July 16, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead
Dr. Tipton L. Wood

ABSENT: Dr. Richard A. Loomis, Vice President

ADMINISTRATORS
PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Charles A. Coutts, Dean of Sci., Bus., & Tech. Div.
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.
Mrs. Esther Nesbin, Director of Library Services

GUESTS: Mr. Sheridan Hegland, Ch., Faculty Senate
Mrs. Rita White, Vice Ch., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mr. Joseph Willis, Faculty Senate
Mr. Russell Baldwin, Art Department
Mrs. Alice G. Coulter, CSEA Representative
Mrs. Joy Day, CSEA
Mr. LaVerne Brack, CSEA
Mrs. Grace Burns, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mr. Stuart Marshall, Fallbrook
Mr. Arii DeJong, Hollandia Dairy
Mrs. Josephine Manchester, Escondido
Mr. E. M. Lofquist, Escondido
Mrs. T. Sorensen, Escondido
Mr. John G. Gross, Oceanside
Mrs. Edith Richardson, Escondido
Mrs. Eleanor Morosco, Escondido
Mrs. Charlene Parsons, San Marcos
Mrs. M. B. Vidler, San Marcos
Mr. J. D. Hodges, Ramona
Mr. Bill Cain, Escondido Daily Times-Advocate

Mr. Shadle declared a quorum present, and the meeting proceeded with the order of business. It was reported by one of the guests that request had been made to Dr. Huber that the Board meetings be opened with the salute to the flag. It was

MSC Olmstead, Wood

RESOLUTION 68-2161

(Institute Salute
(to Flag as Board
(Proceeding

BE IT RESOLVED, That the Salute to the Flag
be instituted as a part of the proceedings
of the Governing Board.

MSC Jaques, Olmstead

RESOLUTION 68-2162

(Approve Minutes:
(June 25, 1968

BE IT RESOLVED, That the Minutes of the
Regular Meeting of June 25, 1968, be approved.

MSC Wood, Jaques

RESOLUTION 68-2161

(Approve Minutes:
(July 2, 1968 (Org.)

BE IT RESOLVED, That the Minutes of the
Organization Meeting of July 2, 1968, be
approved.

MSC Jaques, Wood

RESOLUTION 68-2162

(Postpone approval,
(Minutes of July 2,
(1968 (Adj.)

BE IT RESOLVED, That approval of the Minutes
of the Adjourned Regular Meeting of July 2,
1968, be postponed.

MSC Jaques, Wood

RESOLUTION 68-2163

(Approve Minutes:
(July 9, 1968

BE IT RESOLVED, That the Minutes of the
Regular Meeting of July 9, 1968, be approved.

Dr. Huber reported that there had been no requests (HEARINGS
for hearings.

Dr. Huber reported that the only communication (COMMUNICATIONS
had been the request that the meetings be opened
with the salute to the flag.

(OLD BUSINESS

Dr. Huber stated that the questions suggested for (Budget Review
the Budget Review Committee discussion contained (Committee, 1968-69
several regarding Adult Education and Community
Services. Before discussion of this program, a
presentation was made by Dean Kilman in the Planetarium
of the total program which includes Adult Education,
vocational retraining, recreation, and Community
Services. The report was made in considerable

detail, using audio-visual aids. It was noted that 1.34% of the total educational budget is expended for adult education, and 2,870 persons participated during the 1967-68 school year. This was partially supported last year by the adult fee of \$5 per course; it is expected that with the raising of the fee to \$10 per course, the program will be wholly self-supported in 1968-69. It was also noted that under Community Services, various programs were presented during the last school year, including San Diego State Extension courses, a lecture series on the avocado industry, "Operation Update" co-sponsored by the American Association of University Women, a series of lectures sponsored by the League of Women Voters, cultural programs including gallery exhibits, musical programs both by on-campus and off-campus groups, and many others. The Planetarium is used extensively by all of the area schools and in the weekly public shows, as well as being used for classes in Earth Sciences.

The meeting was reconvened in the Conference Room for continued discussion of the Budget Review Committee. In answer to questions, Mr. Kilman stated that the vocational retraining program planned for persons now receiving welfare or unemployment benefits is a new one being instituted this year, and no statistics will be available until after at least a semester in operation. He noted, however, that there are many persons who have completed high school educations or who have taken retraining programs over the years both in evening classes and in day classes, although they have not been under a specific program as such. The college serves as one of many community organizations working with such organizations as ACCESS, the Boys Clubs, and others. Dr. Schettler stated that during the past year 95-96% of the Community Service funds were derived from local taxes; the total fund was approximately \$186,000 from the 5¢ civic center tax and Federal monies for the projects (approximately 7-1/2%). In reply to the question as to why a large portion of the adult education classes have been cut from the program, it was explained that the classroom space and funds are needed for additional credit classes in the evening to accommodate the additional enrollment; last year a considerable number of students had to take evening courses in order to complete their programs, and it is expected that this will increase this year. There was considerable discussion regarding the function of the college in serving the needs of the community in adult education for persons who are beyond the age where they can attend high schools and the desirability of having these programs in a centralized location rather than in the various high schools; there was also considerable discussion regarding the fees charged for courses taken in the evening by persons over 21 years of age. It was

MSC Jaques, Wood

RESOLUTION 68-2166

BE IT RESOLVED, That the administration be requested to investigate and make recommendations as to how classes for adults may be more clearly delineated (particularly adults registered in credit classes and matriculating toward a degree) and the fee schedule adjusted accordingly.

(Request administra-
(tion to delineate
(adult education
(and review and
(recommend fee
(schedules

Mr. Shadle commended Mr. Kilman for his excellent presentation. There was considerable discussion regarding the use of rooms, during which it was noted that in the areas of Business, English, Social and Behavioral Sciences, and Physical Education the facilities are in continuous use from 8 a.m. to 4 p.m., as well as in the evening. It was also pointed out that in many instances, facilities are available, but there are not enough instructors. There was discussion of possible future expansion, and it was noted that it is more expensive to build multi-storied buildings than to purchase additional land for additional buildings.

Mr. Kilman stated that plans for lectures for the coming year are being made; scheduled are such personages as the noted anthropologist, Dr. Leakey; the State Speaker of the House, Mr. Unruh; the State Superintendent of Schools, Dr. Rafferty; and the syndicated columnist from San Francisco, Mr. Hoppe. Some of these will be held in the evenings and some in the day; these lectures will not be a part of the regular Humanities Lecture Series but will be part of the Community Service program of bringing matters of cultural and educational interest to the campus. A committee of faculty, administration, and students meets to determine this program and make the arrangements.

(NEW BUSINESS

Mr. Shadle suggested that since it is necessary to adopt the Publication Budget at this meeting the items on the Agenda which would affect the budget should be discussed in connection with it prior to its adoption. Dr. Schettler explained the current program of Health and Medical Benefits with Blue Cross of Southern California, noting that the recommended new plan with increased benefits would mean an additional premium of \$1.62 per month per employee and that the employee himself pays the premium for his dependents. In addition to this,

(Budget, 1968-69

Health & Medical
Benefits

the district carries a \$2,000 life insurance policy on each employee, as well as OASDI for Classified employees. These costs are supported by a special tax levied for this purpose only. Dr. Schettler explained in detail the proposed long-term disability income insurance plan, noting that the Board has had to handle each case individually in the past, and this would resolve a number of problems arising when an employee is unexpectedly ill or disabled for a long period of time. He pointed out that it is not possible for an individual to purchase full coverage such as is available under a group plan. The approximate annual cost of this plan would be \$10,000. The total annual cost to the district of all three plans (Health, Life, and Disability) would be approximately \$45,750.

Life Insurance
and OASDI

Long-term Disabil-
ity Insurance

There was considerable discussion of the need for a school nurse, not only for emergency problems, but for a total health counseling program which would be desirable. It was noted that the nurses who are instructors are not permitted under the law to administer more than first aid, and a school nurse would be permitted only to follow the instructions of a physician until he could arrive on campus or the person could be transported to a hospital.

School Nurse

In discussion of the proposed long-term disability insurance plan, it was agreed that this is a desirable fringe benefit; however, it was felt that action on this matter should be postponed. In discussion of the proposed modification of the Classified Employees' Salary Schedule, it was noted that the district has lost five members of the staff during the past year, two of which have not been replaced, and it is important that the district maintain salaries comparable to industry and other educational and municipal districts in order to attract and retain qualified personnel. In connection with all of these items, Dr. Schettler reviewed briefly each item of the Income and Expenditure budgets, noting changes in income due to firm information received within the past week regarding assessed valuation and State aid. He noted that Federal funds are still not confirmed, and Dr. Huber announced that verbal information from the Vocational Education Department indicates that there is good possibility that a second class will be possible in the Nursing Education program, beginning in September. It was reiterated that the administration receives information regarding income through the month of September, and estimations must be made during preparation of the budget in the Spring; usually estimations are conservative, and this has been the case in this budget in most instances, although a few

Modification of
Classified Salary
Schedule

confirmed figures have been less than estimated. With the budget cuts as outlined earlier this year, and with the additional income over estimated amounts, it is possible to maintain the program as it was the previous year and permit salary increases and the recommended health and disability income plans. It was noted that additional hourly instructors for evening credit classes to accommodate students unable to take a full program in the day classes will be necessary, and funds are also available for this, although no new full-time instructors will be hired. It was

MSC Olmstead, Jaques

RESOLUTION 68-2167

BE IT RESOLVED, That modifications of all Classified position classifications as described in the Classified Employees' Handbook, 1967-68, as amended, by advancing each classification by two salary ranges on the Classified Employees' Salary Schedule, effective September 1, 1968, be approved.

(Approve modification of Classified Employees' Handbook (by advancement of positions on Salary Schedule

After brief further discussion, it was moved by Mr. Olmstead, seconded by Dr. Wood, that the proposed long-term disability insurance plan be approved; the motion was not carried. It was

MSC Jaques, Olmstead

RESOLUTION 68-2168

BE IT RESOLVED, That the motion to approve support of a long-term disability insurance plan for all full-time employees with the Insurance Company of North America be tabled.

(Table resolution (approving support (of long-term (disability insurance plan, Insurance Co. of North America

After brief further discussion, in which Dr. Schettler again explained the present coverage under the Blue Cross Health and Medical Benefits Insurance plan and the proposed new plan with increased benefits, it was

MSC Jaques, Olmstead

RESOLUTION 68-2169

BE IT RESOLVED, That continuance of an insurance plan for basic health and medical benefits and major medical benefits with the Blue Cross Hospital-Medical Plan, under the current plan at a monthly rate of \$13.27 per employee per month, with the employee supporting premium contributions for his dependents, for the school year 1968-69, be approved.

(Approve continuance (of Health and Medical Benefits (Insurance, Blue Cross, 1968-69

MSC Jaques, Wood

RESOLUTION 68-2170

BE IT RESOLVED, That continuance of the life insurance policy carried on each employee in the amount of \$2,000 with the Occidental Life Insurance Company, including accidental death benefit, at a premium rate of \$1.24 per month per employee, for the school year 1968-69, be approved.

(Approve continu-
(ance of life insur-
(ance for employees,
(Occidental Life
(Ins. Co.,1968-69

MSC Jaques, Olmstead

RESOLUTION 68-2171

BE IT RESOLVED, That the Publication Budget for the School Year 1968-69, as amended at this meeting, be approved.

(Approve Publica-
(tion Budget,
(1968-69

MSC Olmstead, Jaques

RESOLUTION 68-2172

BE IT RESOLVED, That continuance of insurance coverage for all students with Student Insurance, Inc., to cover scheduled medical expenses, scheduled expenses covering inter-scholastic athletics including football, and accidental death benefits at a total annual premium covering all day and extended day students of \$10,500 (based on 2,900 day students at \$3.62 each), for the school year 1968-69, be approved.

(Approve continu-
(ance of student
(medical and acci-
(dental death ins-
(urance, Student
(Ins., Inc.,1968-69

Dr. Huber stated that after checking with County Counsel, it is the recommendation of the administration that all bids on item 19 for milk and milk products be rejected and that the contract for the school year 1968-69 be awarded to Hollandia Dairy. He noted that for the past several years all bids have been the same, and the district has followed a pattern of alternating between the two dairies which have processing plants within the district; however, it is felt that the close proximity of the Hollandia Dairy is more practical and convenient for service to the college. After brief discussion, it was moved by Dr. Jaques, seconded by Mr. Olmstead, that the resolution on the Agenda be approved; the motion was defeated by the following vote:

AYES: None
NOES: Dr. Jaques, Dr. Wood, Mr. Olmstead
ABSENT: Dr. Loomis
ABSTAIN: Mr. Shadle

In further discussion, it was decided that the district would follow the pattern of alternating between the two processing plants within the district. It was

MSC Jaques, Olmstead

RESOLUTION 68-2174

BE IT RESOLVED, That contract for provision of milk and milk products for the school year 1968-69 be awarded to the Golden Arrow Dairy Company (bid summary on p. 11 of these minutes).

(Approve contract
(for milk and milk
products, 1968-69,
(Golden Arrow Dairy

MSC Jaques, Wood

RESOLUTION 68-2175

BE IT RESOLVED, That contract for assistance in the development of Real Estate Curriculum for the school year 1968-69 with the State of California, Division of Real Estate, in the amount of \$700 be approved.

(Approve contract
(for assistance,
(1968-69, State
(Division of Real
(Estate

Dr. Huber explained the request for nominations for candidates to serve as Delegates in the CSBA Delegate Assembly for the 1968-69 school year, noting the dates of meetings and that the delegates will be elected mostly by mail. It was

MSC Olmstead, Wood

RESOLUTION 68-2176

BE IT RESOLVED, That Mr. Milo E. Shadle be nominated to serve on the California School Boards Association Delegate Assembly for the school year 1968-69.

(Nominate candidate
(for CSBA Delegate
(Assembly, 1968-69,
(Mr. Shadle

MSC Jaques, Wood

RESOLUTION 68-2177

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(Approve travel
(expenses:

- | | | | |
|----|--|------------|----|
| a. | Transportation, meals, lodging, and registration fee to attend Workshop on Program Budgeting, UC Santa Cruz, \$100 | Ruth Serr | a. |
| b. | Transportation, meals, lodging, and other to attend Methodology Workshop for Real Estate Teachers, Concord, \$75 | Park Rider | b. |

(FINANCIAL REPORTS

The Report of Collections Deposited in County Treasury During the Month of June, 1968, was noted.

(Collection Advices

MSC Jaques, Wood

RESOLUTION 68-2178

(Approve Expense Warrants

BE IT RESOLVED, That Expense Warrants numbered 283002 through 783402 be approved.

MSC Olmstead, Jaques

RESOLUTION 68-2179

(Approve Salary Warrants

BE IT RESOLVED, That Salary Warrants covered under Payroll Orders No. 25 and 26 be approved.

Dr. Huber stated that all items in the written Report of the Superintendent had been covered in previous discussion.

(REPORT OF THE SUPERINTENDENT

Dr. Huber reported that total Summer Session enrollment for the day classes is 998, somewhat higher than day classes last year; he noted, however, that total enrollment is considerably smaller because of not having evening classes. He distributed copies of the enrollment statistics.

Summer Session Enrollment

Dr. Huber stated that the next meeting of the Board will be a regular meeting; there will be some items of business, but the meeting will be concentrated on the Budget Review Committee and the list of suggested questions for discussion. There will be two meetings prior to the adoption of the Budget after the Public Hearing.

Budget Review Committee

The meeting was convened in Executive Session at 11:08 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened in Regular Session at 11:12 p.m.

(EXECUTIVE SESSION

(PERSONNEL

MSC Olmstead, Jaques

RESOLUTION 68-2180

(Accept resignation (Mrs. Merrille Hanlon

BE IT RESOLVED, That the resignation of Mrs. Merrille Hanlon, Secretary, Adult Education and Community Services, effective June 30, 1968, be accepted.

MSC Wood, Jaques

RESOLUTION 68-2181

(Accept resignation
(Edward Elcsisin

BE IT RESOLVED, That the resignation of
Edward Elcsisin, Custodial Crew Chief,
effective July 10, 1968, be accepted.

MSC Jaques, Olmstead

RESOLUTION 68-2182

(Approve employment
(of Classified:
(Patrick Sevier,
(Marilee Barth,
(Mary R. Soncrant

BE IT RESOLVED, That the employment of the
following persons be approved:

- a. Patrick Sevier, as Custodial Crew Chief,
Salary Range #21, at a salary of \$407 per
month, effective July 15, 1968;
- b. Mrs. Marilee T. Barth, Clerk-Typist,
Admissions Department, Salary Range #17,
at a salary of \$369 per month, effective
August 1, 1968;
- c. Mrs. Mary R. Soncrant, Secretary, Adult
Education and Community Services, Salary
Range #21, at a salary of \$407 per month,
effective August 1, 1968.

The meeting was adjourned at 11:15 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

rs

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
CONFERENCE ROOM, COLLEGE CAMPUS
July 23, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead
Dr. Tipton L. Wood

ABSENT: Dr. Richard A. Loomis, Vice President

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mr. Sheridan Hegland, Ch., Faculty Senate
Mrs. Rita White, Vice Ch., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mr. Stuart Marshall, Fallbrook
Mr. Charles Carpenter, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Joy Day, CSEA
Mrs. Martha Vidler, San Marcos
Mrs. Charlene Parsons, San Marcos
Mr. J. D. Hodges, Ramona
Mr. Bill Cain, Escondido Daily Times-Advocate

Mr. Shadle declared a quorum present, and the meeting proceeded with the order of business, beginning with the salute to the flag. It was

MSC Olmstead, Wood

RESOLUTION 68-2183

(Approve Minutes:
(July 2, 1968 (Adj.)

BE IT RESOLVED, That the Minutes of the Adjourned Regular Meeting of July 2, 1968, be approved.

Dr. Huber reported that there had been no requests (HEARINGS for hearings.

(COMMUNICATIONS)

Dr. Huber read a letter of appreciation from the Chairman of the CSEA Salary Committee, Mr. Paul Mena, on behalf of the Classified employees for the recent salary increase. (CSEA Salary Committee, Paul Mena)

It was suggested by Dr. Huber and Mr. Shadle that the items on the Agenda be acted upon through the Financial Reports prior to discussion of the Budget Review Committee under Old Business. This was agreed by the Board and the members of the committee.

(NEW BUSINESS)

After brief discussion by Dr. Schettler, it was
MSC Olmstead, Jaques

RESOLUTION 68-2184

BE IT RESOLVED, That contract for services for maintenance of manual typewriters for the school year 1968-69 be awarded to Cook's Typewriter Exchange, Escondido, as the low bidder meeting specifications, bids opened on July 12, 1968. (Award contract for services, typewriter maintenance, 1968-69 (Cook's Typewriter Exchange)

Dr. Huber stated that it is the practice of the district to use the athletic and classroom facilities of the other schools in the district when necessary; the proposed agreement is with the Vista schools at a cost of \$4.25 per evening per classroom. Dr. Huber noted that there will be agreements with the other schools on the Agenda at future meetings. It was

MSC Jaques, Wood

RESOLUTION 68-2185

BE IT RESOLVED, That Agreement for Joint Use of Facilities and Joint Use of Athletic Facilities with the Vista Unified School District for the school year 1968-69 be approved. (Approve Agreement (for Joint Use of Facilities and Joint Use of Athletic Facilities, Vista Unified Schools)

Dr. Huber briefly explained the purpose of each travel request, and it was

MSC Wood, Jaques

RESOLUTION 68-2186

BE IT RESOLVED, That travel expenses for the following persons be approved:

(Approve travel expenses:

(Continued)

- a. Transportation to attend Meeting on Sheridan Hegland, a.
Compensatory Education, So. Calif. Evanell Renick
Industry-Education Council, Lake
Arrowhead, \$160
- b. Attendance at committee of the American Kent Backart b.
Chemical Society, Atlantic City (no cost
to district)

(FINANCIAL REPORTS)

The Report of Budgetary Balances as of June 30, (Budgetary Balances
1968, was noted. Dr. Schettler stated that this
report is the final one for the fiscal year 1967-68,
and the expenditures were approximately 1-1/2% less
than budgeted, leaving a higher beginning balance
than predicted. He also explained other slight
differences in the predicted budget for 1968-69
as the result of closing of the books for the previous
year.

The Report of Use of Facilities by Outside (Use of Facilities
Organizations During the Month of June, 1968,
was noted. Dr. Huber read the list of organiza-
tions which had used college facilities, stating
that this is representative of the groups which
use classrooms or physical education facilities
regularly during the year.

The Travel Report Involving Use of College- (Travel Report
Owned Vehicles During the Month of June, 1968,
was noted.

Regarding the list of purchase orders, it was
noted that many of the items to be purchased are
the expected expenditures for the coming school
year, as Board approve awards based on bids for
supplies and services during the past few months.
There was brief discussion regarding the purchase
of two items of athletic equipment, and it was

MSC Olmstead, Wood

RESOLUTION 68-2187

(Approve Purchase
Orders)

BE IT RESOLVED, That Purchase Orders
numbered 3214 through 4024, except for
those marked "reserved," be approved.

MSC Jaques, Olmstead

RESOLUTION 68-2188

(Approve Library
Acquisitions)

BE IT RESOLVED, That acquisitions by donation
and purchase, as reported by the Librarian for
the month of June, 1968, be approved; and that
letters of appreciation be sent to all donors.

The Associated Students Balance Sheet as of June 30, 1968, and Comparison With Previous Year; and Comparative Statement of Income and Expense was noted. Dr. Schettler stated that this is the final report of the ASB accounts for the year and commented that the ASB activities had done a very commendable job of staying within the budget. He stated that the main sources of income for the Student Body are the Bookstore and ASB fees, with small amounts earned by the athletics, drama, and speech. It was particularly noted that the drama activities earned a considerable amount last year. Mr. Bergman commented that the Theatre Arts Department has a considerable instructional value also, in that each year one production is part of the required reading of the English 1B classes, so the student reads, sees, and writes about a play; this is considered a very important aspect of this program. (ASB Balances

The Cafeteria Balance Sheet as of June 30, 1968, and Comparative Statement of Income and Expense was noted. Dr. Schettler noted that the Cafeteria operation did not support fully the wages for the year; however, this is normal, and although there was less net profit than last year, it did carry more of the actual expense than in previous years. (Cafeteria Balances

(OLD BUSINESS

Dr. Huber distributed an agenda of suggested topics for discussion. He then read a Statement on the Budget, in which it was pointed out that increased State apportionment, interdistrict tuition, and beginning balance resulted in additional funds for 1968-69 in the amount of \$194,000. He stated that it was impossible to accurately predict these additional funds prior to July 1 and noted that the money will give added subsistence to the very limited program presented for next year. There is no further information to date on the predicted 6.9% decrease in State apportionment for 1968-69; this will not be known until the Legislature acts upon the bill. The college operated on an austerity basis during the past several months, which resulted in a larger net beginning balance than had been predicted; this could not be known until the closing of the books for the fiscal year. Also, the difference between interdistrict tuition paid out and received was less this year, resulting in a small additional fund. None of the additional funds represent any added cost to the taxpayer, and it is only a portion of the \$550,000 deleted from the original budget. (Budget Review Committee, 1968-69

Dr. Huber reviewed a report on the scholarship program submitted by Dean Wallace, noting that the total scholarships were in the amount of \$7,800, an increase of \$1,375 over last year's program. He explained in considerable detail the operation of the program, which is primarily due to the support of various community organizations and groups, as well as on-campus groups. Mrs. Wallace is making continuous contact with the communities to maintain and develop the program. A \$100 scholarship will pay almost all costs to the student for books and fees for one year, and there are several larger scholarships for students who graduate and go on to four-year institutions. It was also noted that many students receive scholarships at high school graduation which are used here.

There was brief discussion on the mid-year commencement. Dr. Huber noted that the commencement this year was primarily for the Navy students and was not intended as a precedent. A decision will be made this fall as to whether or not this will be continued.

Dr. Huber presented the arguments pro and con regarding the charging of tuition in the junior colleges. He stated that the junior college is the one institution which is open to all as a community college and has a unique function, as previously discussed in this committee. He does not believe that the property tax is the proper source of support for public education and stated that there are sources which the State has not yet realized. The State Superintendent of Public Instruction has stated that the State should provide at least 50% of the support. However, there is no real local control over whether or not tuition is charged in the junior colleges; it is a matter of State law and cannot be resolved locally. There was brief discussion of interdistrict tuition, and Dr. Schettler pointed out that in most instances where students are allowed to attend other districts it is for programs which are far too expensive to be instigated in this district because of equipment and facilities. He noted, however, that when it is possible to save expenses by starting a program here, this is done, such as in the case of the Police Science program initiated last year.

Dr. Huber explained the establishment and function of the Palomar College Development Foundation. He stated that although operational funds of the Foundation are very small, it is hoped that in the near future a campaign to interest persons in contributions through wills and remembrance funds will be started. He also briefly explained the background and contributions of the Patrons of Palomar College, which this year realized

a total of \$2,500 for the Foundation from the sale of the personal effects and furniture of an estate willed to the Foundation, as well as \$2,200 from the annual Pink Elephant Sale. Most of these funds are contributed to the college in the form of scholarships and the Student Work-Aid Fund. Mrs. Fox pointed out that one of the achievements of the Patrons was the establishment of the North County Council of Community Colleges for closer liaison between MiraCosta and Palomar College; this was originally for the purpose of working on the question of the single North County junior college district, but it will be continued in its function as liaison. This committee was formed at the instigation of the Patrons. Mrs. Pulver stated that the organization has hundreds of inactive members, and the active group includes many men as well as women members of the various communities. Its primary purpose is to be of service to Palomar College.

Dr. Schettler briefly reviewed the Ten Year Master Plan, as developed for the last major bond election and revised for the State Department of Education last Fall. This will have to be resubmitted every year. He demonstrated the present campus facilities and future plans on the relief map prepared by the architect, noting that a community organization known as the Comet Boosters hoped to have a fund-raising campaign for the start of a stadium to be built in a natural ravine at the northeast end of the campus. He also pointed out the proposed future auditorium site. He stated that parking must be considered in every aspect of planning, since Palomar is situated in the center of the district and students must commute. Dr. Huber stated that it is felt that because of the central location of the campus, it is the logical place for an auditorium and athletic stadium in the North County. This matter was discussed in considerable detail, with the history of the various communities' interest in such facilities. It was felt that major facilities of this type probably could not be funded through contributions, and the possibility of formation of separate districts for such facilities was discussed. The priority of future buildings under the Palomar College Master Plan was discussed, and it was noted that a swimming pool is a vital need because of the crowded physical education facilities. By law, every student under 21 years of age must take a physical education course every semester, which is the cause of serious difficulty in scheduling classes with enrollment at its present level and with the predicted increase for next year and coming years. Swimming facilities would considerably relieve this problem, providing additional facilities as well as relieving other facilities of the load.

There was brief discussion of the purpose of the Review Committee, and it was decided that the committee would not meet unless some special question came up until August 6, at the Public Hearing on the Budget.

Mr. Shadle commented that he had hoped there would be more representatives of the community than there have been in attendance at the committee meetings; it was his feeling that much of the dissatisfaction in the community is a lack of proper information; and the purpose of the committee has been to provide information as well as an opportunity for persons to ask questions and make comments so that a better understanding could be reached. He stated that he feels that the public should participate in the function of the college, as well as all factions among the staff. He stated that the Board does not consider any issue closed, even if action has been taken. Mr. Jackson reminded the Budget Review Committee that the original purpose had been to determine ways and means of adjusting the program after presentation of a salary request on the part of the Faculty. Dr. Jaques stated that in his opinion the Faculty Salary Committee should look into the ways and means of adjusting the faculty salaries to more adequately maintain the middle phases of the salary schedule at the median level among the Southern California junior colleges. This is the level wherein the majority of the faculty finds itself and also is the level wherein the majority of staff is hired. Mr. Jackson outlined the events which led to the Faculty decision to request an \$8,000-\$16,000 schedule and the evolvment of the Board's adoption of the "Principles for Salary Development," noting that procedure for Board action on the salaries is clearly outlined in the "Principles." Mr. Shadle stated that the primary question was one of priority concerning the budget, and the information provided was toward a better understanding of this problem. Mr. Jackson noted that in January, 1968, Palomar's average salary were ranked 49th out of 62 studied in the State; after the recent increase and with increases in other districts, indications are that Palomar will still be at about that position.

Dr. Huber stated that the administration would (Long-term Disability-like to survey the matter of long-term disability (ty Insurance Plan insurance relative to other plans available; this is a comparatively new type of group policy, and it is felt that further information is needed prior to a firm recommendation. There was brief discussion as to whether or not the matter would continue on the Agenda and the problem of whether or not support of such a plan should be carried under the general fund of the district. It was noted that the Board had not taken action to remove the tabled resolution, and discussion of the matter would be out of order until it is removed from the table.

Mr. Shadle thanked all persons in attendance for their participation in the meetings of the Budget Review Committee.

The meeting was convened in Executive Session (EXECUTIVE SESSION) at 9:45 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened in Regular Session at 10:08 p.m. It was

MSC Wood, Jaques

RESOLUTION 68-2190

(Accept resignation,
(Miss Carylnn Damm

BE IT RESOLVED, That the resignation of Miss Carylnn Damm, Department of Nursing Education, effective August 10, 1968, be accepted.

MSC Jaques, Wood

RESOLUTION 68-2191

(Approve employment
(of instructor, Mrs.
(Odell Rotella

BE IT RESOLVED, That the employment of Mrs. Odel M. Rotella as instructor of Nursing Education for the school year 1968-69 be approved.

MSC Wood, Olmstead

RESOLUTION 68-2192

(Approve employment
(of instructor, Mrs.
(Martha Lehr

BE IT RESOLVED, That the employment of Mrs. Martha Lehr as instructor in the Counseling Department for the school year 1968-69 be approved.

MSC Olmstead, Jaques

RESOLUTION 68-2193

(Approve employment
(of instructors,
(MDTA: Rodriguez,
(Bertram, Martinez,
(Koch, Reyes,
(Valentine

BE IT RESOLVED, That the employment of the following persons as instructors under the MDTA Auto Mechanic Helper Project, beginning July 29, 1968, and through the Fall 1968 semester, be approved:

Valerio Rodriguez, Project Supervisor (ESL)
Larry Bertram, Asst. Project Supervisor (Auto)
David Martinez, Instructor (Auto)
Arnold Koch, Instructor (ESL)
Joe Reyes, Instructor (ESL)
Mrs. Estelle Valentine, Counselor (ESL)
Teachers Aide (to be hired)
Clerical Assistant (to be hired)

The meeting was adjourned at 10:11 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
PUBLIC HEARING ON BUDGET
BOARD ROOM, COLLEGE CAMPUS
August 6, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College Campus, San Marcos, California at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice President
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead

ABSENT: Dr. Tipton L. Wood

ADMINISTRATORS

PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS:

Mrs. Rita White, Vice Ch., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mr. Russell Baldwin, Art Department
Mrs. Bertha Adkins, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mr. Stuart Marshall, Fallbrook
Mrs. Josephine Manchester, Escondido
Mrs. Edith G. Richardson, Escondido
Mrs. V. B. Vidler, San Marcos
Mr. J. D. Hodges, Ramona

Mr. Shadle declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business.

Dr. Huber stated that the only modification to the Budget as published would be the addition of a gift of \$5,000 to the Special Reserve Fund for use by the Music Department as capital outlay. The administration recommended that the matter of the Budget be opened for public hearing. (Recommendations
(of the Admini-
(stration, Budget
(1968-69

Mr. Shadle declared the meeting open for Public Hearing on the Budget and asked if any persons had questions or comments regarding the budget for the coming school year; there were none. It was

MSC Jaques, Olmstead

RESOLUTION 68-2194

(Adopt Budget,
(1968-69, as
(Submitted and
(Published

BE IT RESOLVED, That the Budget for the Palomar Junior College District for the School Year 1968-69 be adopted as submitted and published.

Dr. Huber suggested that although the Agenda for the Special Meeting set the time for 8 p.m., it was specified in the legal notice posted 24 hours in advance that the Special Meeting would immediately follow the Public Hearing on the Budget. It was

Moved by Dr. Loomis, seconded by Dr. Jaques, that the meeting be adjourned at 7:35 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

rs/lw

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
SPECIAL BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
August 6, 1968 - 7:36 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College Campus, San Marcos, California, on the above date at 7:36 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice President
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead

ABSENT: Dr. Tipton L. Wood

ADMINISTRATORS

PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Theodore Kilman, Dean of Ad. Ed. & Comm. Serv.

GUESTS:

Mrs. Rita White, Vice Ch., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Salary Committee
Mr. Russell Baldwin, Art Department
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Bertha Adkins, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mr. Stuart Marshall, Fallbrook
Mrs. Josephine Manchester, Escondido
Mrs. Edith G. Richardson, Escondido
Mrs. M. B. Vidler, San Marcos
Mr. J. D. Hodges, Ramona

Dr. Huber noted that a request for hearing had been received from Mr. James Downing, but Mr. Downing is not yet present. It was suggested that hearing be held when Mr. Downing arrives. The meeting proceeded with the order of business. It was

MSC Jaques, Loomis

RESOLUTION 68-2195

BE IT RESOLVED, That the minutes of
the Adjourned Regular Meeting of
July 16, 1968, be approved.

(Approve Minutes:
(July 16, 1968

MSC Olmstead, Jaques

RESOLUTION 68-2196

BE IT RESOLVED, That the Minutes of the Regular Meeting of July 23, 1968, be approved.

(Approve Minutes:
(July 23, 1968

(COMMUNICATIONS:

Dr. Huber stated that the members of the Board had received notices of Workshops for School District Board Members co-sponsored by the CSBA and the State Department of Education, to be held in Long Beach on October 26 and at UC Riverside on November 23.

(Notice of
(Trustees Work-
(shops, CSBA &
(State Dept. of
(Education

Dr. Huber read a letter from Senator Clair Burgener explaining Senate Bill 592 which was recently adopted by the legislature and which amends the Brown Act so that the legislative body of a local agency may meet in executive session with designated representatives relative to and during their consultations and discussions with employee salaries, salary schedules or compensation in the form of fringe benefits. Dr. Huber noted that the bill may not have been signed by the Governor as yet.

(Senator Burgener
(SB 592 amending
(Brown Act

Dr. Huber read a letter from Dr. Tipton L. Wood, Board member, tendering his resignation to be effective upon the appointment of a successor. The members of the Board expressed deep regret at Dr. Wood's resignation, commending him for his dedication to the college and his gentlemanliness under all circumstances during his tenure on the Board. It was determined that no action would be taken by the Board to accept the resignation, since no action can be taken other than that on the Agenda at a Special Meeting; however, it was announced that the Board would welcome applications from persons interested in serving on the Board or suggested persons whom the Board might consider. The Board requested that such applications or suggestions, along with a resume of the person to be considered, be submitted to the Secretary. It was noted that in the original formation of the district, the three high school districts were represented, and this has been the pattern; however, with Poway Unified School District being established, the pattern could be changed.

(Dr. Tipton L.
(Wood, resigna-
(tion

Dr. Huber briefly reviewed a report made by Miss Louise Diener regarding contacts made by the Student Placement Service with candidates for graduation in June 1968. It was noted that

(Louise Diener,
(Contacts by
(Student Place-
(ment Service

46.3% of those contacted responded, and of these, 86% planned to transfer to a four-year institution.

(HEARINGS)

Mr. James Downing, of the Escondido Chamber of Commerce and representing the North San Diego County Associated Chambers of Commerce made a presentation of the planned submission of a proposal for a four-year State college, to be located in North San Diego County, to the Coordinating Council for Higher Education. He explained in detail the basis of the proposal on population expansion in North San Diego County and South Orange County, using the 1965 County highway planning maps to demonstrate. He stated that support of the proposal has been given by the chambers of commerce of all the cities involved, the school districts, the Greater San Luis Rey Planning and Development Council, and various individuals. He noted that competition for location of a State college will be from the City of San Diego and from the City of Los Angeles. He also stated that a commitment for a donation of 200 acres of land in the Vista area has been obtained, and it is hoped that this will be an added incentive to locate such an institution in this area. He stated that the North County area in 1965 had a population of 159,000; it is projected that by 1990 the population will be 440,000; much of this is due to the increasing industrial expansion, locally, as well as the mobility of commuters to the cities provided by the freeways in process of being built now. Mr. Downing pointed out that this proposal has been in planning since 1964, and the land was donated at that time; a resolution was passed to place this before the Coordinating Council in 1966 by Hale Ashcraft. There was brief discussion regarding the land and its size, location, and suitability. Mr. Downing requested that the Palomar College Board give its support to the proposal.

(Mr. James Downing, Escondido Chamber of Commerce and North San Diego County Associated Chambers of Commerce

Dr. Huber stated that it has been the experience of junior college districts located near a State College that the four-year institution enhances the junior college student growth; he mentioned the example of San Diego State, with two junior colleges located within the city of San Diego and Grossmont and Southwestern very close by. After brief discussion regarding the wording, it was

MSC Jaques, Olmstead

RESOLUTION 68-2197

BE IT RESOLVED, That the Board of Governors of the Palomar Junior College District fully and enthusiastically supports the establishment of a four-year State College in North San Diego County.

(Support estab-
lishment of
four-year
State College
in North San
Diego County)

Mr. Downing expressed the appreciation of the organizations he represents, stating that the chambers of commerce will support the establishment of a four-year college whether or not it is on the property which has been donated.

(Mr. Downing left the meeting at 8:24 p.m.)

Dr. Huber reported that there were no matter of old business to be considered.

(OLD BUSINESS)

(NEW BUSINESS)

Dr. Huber stated that under the Junior College Construction Act, each junior college district is required to submit every year an application for matching funds for construction of additional facilities. He noted that since no funds were available for matching purposes, Palomar College would not be eligible to receive funds. Dr. Huber noted that the members of the Board had received copies of an outline of the proposed changes in the master plan; he distributed copies among the audience. Dr. Schettler described in considerable detail the changes; these are primarily in the order of priority based on attendance statistics (placing facilities for the English, Business, Social Sciences, and Art Departments in high priority), as well as moving ahead the projected dates for all additional facilities by two to four years. He pointed out that the applications are based on architects' estimates, and this district has allotted no funds in the 1968-69 budget for this; it will therefore be 1969-70 before even application could be made and at least two years after that before building could be started on any project. He also pointed out that building costs rise in excess of 5% per year, and this factor has been included. Also, equipment costs have been raised by 5%, although the actual rise in cost of specialized equipment has been as much as 25% over the past six months. He also noted that applications must be submitted on the basis on enrollment figures compiled by the State Department of Education, and these figures are somewhat lower than the projections made by the college (which have been accurate within 1% in the past). The amount of eligibility of the college is computed on the basis of assessed wealth, and Palomar College is at about the median in the State in assessed valuation. Dr. Huber noted that the application

(Ten-Year
Master Plan)

filed this year is required by law, whether or not a district has matching funds or plans to institute a building program. He also noted that this item is on the Agenda primarily for information. Dr. Loomis suggested that the normal policy of waiting two weeks prior to action on a matter of this type be waived, due to the fact that it is known that the situation will not change, and it was

MSC Loomis, Jaques

RESOLUTION 68-2198

BE IT RESOLVED, That the Ten-Year Master Plan of the Palomar Junior College District, as requested by the State Department of Education, be approved for submission.

(Approve Ten-Year Master Plan for Sub-mission to State Dept. of Education)

Dr. Huber stated that Mrs. Genevieve Anthony of Encinitas had willed a gift of \$5,000 to the Music Department of the college. Her husband had been an organist, and they had donated \$2,000 in books to the Library several months ago. It was specifically requested that the funds be used by the Music Department, even though such bequests are usually made to the Development Foundation. Recommendation will be made later by the administration as to the use of the funds, and it was

MSC Olmstead, Loomis

RESOLUTION 68-2199

BE IT RESOLVED, That the bequest of Genevieve Anthony, in the amount of \$5,000, to the Special Reserve Fund (Music Department--Capital Outlay), be accepted.

(Accept bequest, Mrs. Genevieve Anthony, Music Department)

Dr. Huber stated that the agreement for use of facilities with Escondido High School is for the athletic field and dressings rooms and is the same as last year. It was

MSC Loomis, Jaques

RESOLUTION 68-2200

BE IT RESOLVED, That Agreement for Joint Use of Athletic Facilities with the Escondido Union High School District for the School Year 1968-69, be approved.

(Approve Agree-
ment for Joint
(Use of Athletic
(Facilities,
(Escondido High
(School

(FINANCIAL
(REPORTS

The Report of Collections Deposited in County Treasury as of July, 1968, was noted. Dr. Schettler reported that the receipt of funds under Public Law 874 is the entitlement for 1967-68; he noted that recent information is that the Federal Bureau of Finance has ruled that the payment is now applicable to 1968-69 and will be deducted from that year's entitlement. This is in line with the Federal Government's financial cutbacks, and is being protested by all school districts; public assistance in the protest would be helpful.

(Collection
(Advices

The Report of Use of Facilities by Outside Organizations During the Month of July, 1968, was noted. Dr. Huber briefly reviewed the list of organizations using the facilities.

(Use of facili-
(ties

MSC Olmstead, Loomis

RESOLUTION 68-2201

BE IT RESOLVED, That Salary Warrants covered under Payroll Orders No. 1, 2, 3, and 4 be approved.

(Approve Salary
(Warrants

Dr. Huber stated that all items in the written Report of the Superintendent have been discussed.

(REPORT OF THE
(SUPERINTENDENT

Dr. Huber announced that on Monday, August 26, the North County Council of Community Colleges will hold a dinner meeting, at which the State legislators will be in attendance. The superintendents (eges, Dinner and board members of the school districts in the college(Mtg. with community, the members of the Board of Governors for California Community Colleges from the southern area, and other interested persons have been invited. Mr. Shadle and Dr. Loomis stated that they would plan to attend.

(North County
(Council of
(Community Coll-
(Legislators

At 9:05 p.m., the meeting was convened in Executive Session for the purpose of discussing items of Personnel. The meeting was reconvened in Regular Session at 9:32 p.m. It was

(EXECUTIVE
(SESSION

MSC Jaques, Loomis

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
August 27, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

There being no quorum present, the meeting was (ADJOURNMENT
adjourned at 7:31 p.m.

P r e s i d e n t

C l e r k

rs/lw

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
September 10, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Milo E. Shadle.

MEMBERS PRESENT: Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice Pres.
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead
Dr. Tipton L. Wood

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Charles Coutts, Dean of Sci., Bus., Tech. Div.
Mr. Theodore Kilman, Dean of Adult Ed., Comm. Serv.

ABSENT: Dr. John D. Schettler, Asst. Superintendent, Business

GUESTS: Mrs. Rita A. White, Vice Ch., Faculty Senate
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. J. D. Hodges, Ramona
Mr. Scott Boyles, Administrative Assistant
Mr. Peter Brown, San Diego Union

Mr. Shadle declared a quorum present, and the meeting proceeded with the order of business.
It was

MSC Jaques, Loomis

RESOLUTION 68-2202

BE IT RESOLVED, That the Minutes of the Public Hearing on the Budget of August 6, 1968, be approved.

(Approve Minutes:
(August 6, 1968
(Budget Hearing

MSC Jaques, Loomis

RESOLUTION 68-2203

BE IT RESOLVED, That the Minutes of the Special Meeting of August 6, 1968, be approved.

(Approve Minutes:
(August 6, 1968
(Special Meeting

MSC Jaques, Loomis

RESOLUTION 68-2204

(Approve Minutes:
(August 27, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of August 27, 1968, be approved.

(HEARINGS:

Dr. Huber stated that at the request of the Board, (Faculty Senate the Faculty Senate would regularly report under Hearings, as the appropriate place on the Agenda; however, they had informed him that there would be no report for this meeting, since they have not yet met for the beginning of the school year.

Mrs. Adkins reported that the Patrons will include their annual membership drive letter in their publication, Telestar. She encouraged the members of the Board and faculty to join and to encourage their friends to join.

(Patrons of Palomar

(COMMUNICATIONS:

Dr. Huber noted that a communication listing the candidates for election to the CSBA Delegate Assembly from Area 20 (the junior college section) was sent to the Board members. He reviewed the names of the candidates, noting the junior college districts represented. Brief discussion was held on whether or not letters should be sent to other boards in support of Mr. Shadle, who is one of the candidates; it was decided that this would not be done. It was noted that five delegates are to be elected from the candidates to represent the junior colleges. It was also noted that the region known as the "San Diego Region" involves representation from other boards, such as elementary and secondary schools, but not the junior colleges, which are a separate and distinct "region" as a group.

(CSBA Delegate
(Assembly

Dr. Jaques stated that he had received a communication from an organization titled the "Academic Improvement League," which was unsigned and anonymous. He noted that the information in the mimeographed communication was erroneous and that questions in it had been thoroughly explored in the six-week Budget Review Committee sessions. Dr. Jaques requested Dr. Huber to prepare copies for the other Board members.

(Academic Improve-
(ment League

(OLD BUSINESS:

Dr. Huber stated that discussion of the Policy on Academic Probation, Dismissal, and Retention had been brought up late in the Spring and had

(Policy on Academic
(Probation, Dismiss-
(al, and Retention

been postponed because of work on the budget and because of a lack of information relative to how suggested changes would affect students currently enrolled. A detailed and complete report on this matter is being prepared by the Dean of Student Personnel and will be presented to the Board upon completion. It is the suggestion of the administration that the facts be reviewed by the Board and then referred to the appropriate committee for review and recommendation as to Board policy. It is estimated that any changes would involve approximately one year's time to initiate. Dr. Huber stated that there are several questions which must be studied carefully: who should be on probation, how long a person should be on probation, and what the criteria would be for dismissal.

(NEW BUSINESS:

Dr. Huber noted that the Board had received copies (Request for Extension of the request for extension on the completion of (Request for Extension, Temcor) the resealing of the Gymnasium Dome by Temcor; he stated that after discussion with Mr. Rabe and Mr. Tennebaum, architect, it is the recommendation of the administration that the extension be granted. He explained what had been done, noting that the acoustical material is quite satisfactory in appearance, and there is considerable difference in the sound factor. The lighting has not been affected in any degree, and a week-long test with sprinklers has been made to determine that there is no leakage in the roof. Dr. Huber stated that the contract contains a five-year guarantee. Acoustical tests have been performed, and a report is expected very shortly. It is planned that the Dome will be used for the President's Convocation assembly, at which time it will be possible to test it for the first time. It was

MSC Jaques, Loomis

RESOLUTION 68-2205

(Approve extension
(of contract for

BE IT RESOLVED, That extension to the contract (resealing Dome, of 14 days for the resealing of the Gymnasium (Temcor) Dome with Temcor, as requested through the architects, Paderewski, Dean & Associates, be approved.

Dr. Huber stated that there are no changes in the proposed interdistrict attendance agreements with San Diego City Schools and MiraCosta College from those of the previous year. It was

MSC Loomis, Olmstead

RESOLUTION 68-2206

BE IT RESOLVED, That Interdistrict Attendance Agreement with the San Diego City Schools for the school year 1968-69 be approved.

(Approve Interdistrict Attendance Agreement, San Diego City Schools, 1968-69)

MSC Loomis, Olmstead

RESOLUTION 68-2207

BE IT RESOLVED, That Interdistrict Attendance Agreement with Oceanside-Carlsbad Junior College District (MiraCosta College) for the school year 1968-69 be approved.

(Approve Interdistrict Attendance Agreement, Oceanside Carlsbad JC Dist., MiraCosta, 1968-69)

Dr. Huber stated that as is the usual practice, the tax monies are not deposited until November or December, and the district receives an advance through the County Board of Supervisors for the operation of the district until the taxes are received. He noted that in the previous year the college had asked for \$450,000 transferred; this year the request is for only \$250,000. He also noted that this practice is used by all school districts and is necessitated by the late collection of taxes. Dr. Loomis pointed out that in other states it is necessary for the school districts to borrow this money and pay interest on it; thus, in San Diego County the taxpayers are permitted to save money by this practice. It was

MSC Wood, Jaques

RESOLUTION 68-2208

BE IT RESOLVED, That Dr. Frederick R. Huber, Superintendent, be authorized to request of the Board of Supervisors of San Diego County a temporary transfer of funds in the custody of the County Treasurer in the amount of \$250,000, to be expended for current expenses of maintenance of the junior college district prior to receipt of the taxes for the current fiscal year, the amount to be repaid upon collection of tax monies.

(Authorize Request for Temporary Transfer of Funds, County Treasurer)

Dr. Huber stated that there had been a delay in the presentation of the Fall Class Schedule for approval because of the June election and the necessity to have it ready for students' use in registration. He noted that all changes in instructional staff

as of this date are noted in the copies to be approved by the Board. Dr. Huber stated that Dean Burton had reported an enrollment of approximately 2,500 day students as of September 10, 1968; Dean Bergman stated that a number of general education course sections are already closed in both day and evening. It was also noted that there were a considerable number of persons on campus for the first evening registration. Actual figures on enrollment will not be complete until after September 20, when registration is closed. There was brief discussion of the number of students anticipated, and it was noted that San Diego State College has announced admission of 800-900 more freshmen than the previous year, which may affect predictions slightly, as well as better job opportunities and the Vietnam war. It is still expected that there will be a total of 2,800 full-time day students, however, and this will cause some hardship, including evening enrollment for day students as predicted. It was noted that the Saturday physical education classes are filling quite rapidly. It was

MSC Loomis, Wood

RESOLUTION 68-2209

BE IT RESOLVED, That the Class Schedule for the Fall 1968 Semester (Fall Bulletin) be approved.

(Approve Class
(Schedule, Fall
(1968

(FINANCIAL REPORTS:

Dr. Huber stated that Budgetary Balances and Travel Report will be available for the Board at the second meeting in September.

(Budgetary Balances,
(Travel Report

The Report of Collections Deposited in County Treasury as of August, 1968, was noted.

(Collection Advices

The Report of Use of Facilities by Outside Organizations During the Month of August, 1968, was noted.

(Use of Facilities

After brief discussion, it was

MSC Olmstead, Jaques

RESOLUTION 68-2210

BE IT RESOLVED, That Purchase Orders numbered 3831 through 4290, except for those marked "reserved," be approved.

(Approve Purchase
(Orders

MSC Jaques, Olmstead

RESOLUTION 68-2211

(Approve Library
(Acquisitions

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian for the month of August, 1968, be approved, and that letters of appreciation be sent to all donors.

MSC Olmstead, Wood

RESOLUTION 68-2212

(Approve Expense
(Warrants

BE IT RESOLVED, That Expense Warrants numbered 783403 through 783614 be approved.

MSC Olmstead, Wood

RESOLUTION 68-2213

(Approve Salary
(Warrants

BE IT RESOLVED, That Salary Warrants covered under Payroll Orders No. 5, 7, 8, and 9 be approved.

(REPORT OF THE
(SUPERINTENDENT

Dr. Huber reported that although no official notification has been received regarding the tax rate, the County Office has informed the college that through over-all minor reductions, the rate will be 1¢ less than last year's. He reviewed the breakdown of the Palomar tax.

(Tax Rate

Dr. Huber announced that Mrs. Renick had been appointed to serve as a member of the statewide Junior College Real Estate Education Advisory Committee; he stated that this is a distinct honor for Palomar College and Mrs. Renick.

(Junior College Real
(Estate Education
(Advisory Committee,
(Mrs. Renick

There was considerable discussion on whether or not the persons who had applied for or been suggested as candidates for the position of Board member should be named. It was decided that since it is the practice of the Board to withhold the names of prospective employees, and since there might be possible embarrassment if the names were published, it would be proper to announce that 14 persons have applied or been suggested as possible members. All of these persons are prominent members of the community, and it is hoped that a successor to Dr. Wood can be named at the September 24 meeting.

(Appointment of
(Governing Board
(Member

Mrs. Fox reported that the North County Council (North County Council
of Community Colleges had met with the two State (of Community
legislators, and comments from those in attendance (Colleges
indicated that the meeting was of considerable
benefit in acquainting the legislators with local
junior college projects and problems. Another
meeting is scheduled for later in the year to
maintain this important contact regarding matters
to be discussed in the 1968-69 session of the
legislature. Mr. Shadle stated that there had
been considerable discussion of the proposed
Watson Amendment, which will be on the November
election ballot, and the NCCCC will probably take
some action against this. He suggested that the
Board might wish to consider action regarding this
measure also. There was considerable discussion
regarding the developments surrounding this measure,
and Dr. Huber was instructed to draft a resolution
in opposition to it for the next Board meeting.

The meeting was convened in Executive Session at (EXECUTIVE SESSION
8:30 p.m. for the purpose of discussing items of
Personnel. The meeting was reconvened in Regular
Session at 10:25 p.m. It was

MSC Loomis, Wood

RESOLUTION 68-2214

(Approve employment
(of instructors,
(hourly and evening,
(credit, Fall 1968

BE IT RESOLVED, That the employment of the
following persons as instructors on an hourly,
part-time basis in credit classes (day and/or
evening as indicated) be approved:

Mr. Arlie W. Bergman (Business Law, evening)
Mrs. Cynthia T. Dusenbury (Speech, day)
Mr. Warren S. Hawley (History and Political Science, day & eve.)
Mr. Elbert D. Jackson (Police Science, evening)
Mr. Eugene R. Pierson (Data Processing, evening)
Mr. Robert D. Ritter (Prin. Insurance, evening)
Mr. Leon J. Thompson (Metal Shop, evening)
Miss Ellen Wright (English, evening)

MSC Jaques, Loomis

RESOLUTION 68-2215

(Approve employment
(of instructors,
(Adult Education,
(Fall 1968

BE IT RESOLVED, That the employment of the
following persons as instructors of Adult
Education for the Fall 1968 semester be
approved:

Mr. Walter J. Schneider (Creative Business Management)
Mrs. Sandra Williamson (Reading Clinic - Community Service)

MSC Loomis, Wood

RESOLUTION 68-2216

(Accept resignation,
(Mrs. Cheryl Blair

BE IT RESOLVED, That the resignation of
Mrs. Cheryl Blair, Secretary, Dean of
Instruction's Office, be accepted.

MSC Loomis, Wood

RESOLUTION 68-2217

(Accept resignation,
(Mrs. Patricia Austin

BE IT RESOLVED, That the resignation of Mrs.
Patricia Austin, Library Clerk, be accepted.

MSC Loomis, Wood

RESOLUTION 68-2218

(Accept resignation,
(Mrs. Barbara King

BE IT RESOLVED, That the resignation of Mrs.
Barbara King, Secretary, Department of
Physical Education, be accepted.

MSC Wood, Jaques

RESOLUTION 68-2219

(Approve employment
(of Classified,
(Miss Bonnie Corzine

BE IT RESOLVED, That the employment of Miss
Bonnie Corzine as Clerk-Typist, Library,
Salary Class 19, at a salary of \$387 per
month, effective September 1, 1968, be
approved (replacement).

MSC Jaques, Loomis

RESOLUTION 68-2220

(Approve employment
(of supplemental
(staff, P.E. Dept.,
(students

BE IT RESOLVED, That the employment of the
following persons as supplemental staff in
the Physical Education Department on a
temporary basis at the student hourly
rate be approved:

Mr. Doug Refern - Student Assistant
Mr. Chris Palmer - Student Assistant

The meeting was adjourned at 10:30 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
September 24, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice President
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead
Dr. Tipton L. Wood

ADMINISTRATORS
PRESENT: Dr. Frederick R. Huber, Superintendent
Dr. John D. Schettler, Asst. Superintendent/Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Theodore Kilman, Dean of Ad.Ed. & Comm. Serv.
Mr. James G. Soules, Director of Vocational Ed.
Mr. Howard Brubeck, Dean of Humanities

GUESTS: Mrs. Rita White, Secretary, Faculty Senate
Mr. Gene Jackson, Faculty Salary Committee
Mr. Warren Donahue, Faculty Salary Committee
Mr. Edwin Groschwitz, Faculty Salary Committee
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mr. Richard J. Kornhauser, Escondido
Mrs. Elizabeth Kornhauser, Escondido
Mrs. Jenny Lind Wood, San Marcos
Mr. J. D. Hodges, Ramona
Mrs. Eleanor Morosco, Escondido
Mrs. T. R. Sorensen, Escondido
Mrs. Josephine Manchester, Escondido
Mr. Kim Clark, President, Associated Student Body
Mr. Scott Boyles, Administrative Assistant
Mr. Bill Cain, Escondido Times-Advocate
Mr. Peter Brown, San Diego Union
Miss Linda Dudley, Evening-Tribune

Mr. Shadle declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business.

MSC Loomis, Olmstead

(Approve Minutes:
(September 10,
(1968

RESOLUTION 68-2221

BE IT RESOLVED, That the minutes of the Regular Meeting of September 10, 1968, be approved.

Mr. Shadle stated that Dr. Wood had submitted his resignation, to be effective upon the appointment of his successor. Dr. Huber read a resolution commending Dr. Wood for his many years of dedicated service to the College and the community; he noted that the resolution will be framed and presented to Dr. Wood. It was

MSC Olmstead, Loomis

RESOLUTION 68-2222

BE IT RESOLVED, That the resignation of Dr. Tipton L. Wood be accepted; and that a resolution commending him for service be adopted.

(Accept resigna-
(tion and commend
(for service

Mr. Shadle presented Dr. Wood with an engraved plaque commemorating his years of service on the Board. Mr. Kim Clark, President of the Associated Student Body, expressed the appreciation of the students to Dr. Wood and presented him with an honorary Lifetime Membership ASB card. Mrs. White read a resolution adopted by the Faculty Senate in appreciation of Dr. Wood's service to the college and presented the letter to Dr. Wood. Dr. Wood stated that the college is on the verge of accomplishing the expansion that it has been working toward over the years; he has always found the people connected with the college a source of friendship and inspiration and will always feel a part of it. Mr. Shadle introduced Mrs. Wood and stated that the Board would look forward to seeing Dr. Wood as a visitor at meetings.

Mr. Shadle stated that there had been a large number of highly qualified applicants and suggested candidates for the Board vacancy created by Dr. Wood's resignation. The Board members have given must study to securing the best possible person to fulfill this post, and it is felt that that person has been found. It was

RESOLUTION 68-2223

BE IT RESOLVED, That the appointment of Mr. Richard J. Kornhauser as a member of the Governing Board of the Palomar Junior College District to complete the term of Dr. Tipton L. Wood be approved.

(Approve appoint-
(ment of Member
(of the Board:
(Mr. Richard J.
(Kornhauser

Dr. Huber introduced Mr. and Mrs. Kornhauser to the audience; Mr. Kornhauser was sworn in and took a seat at the table.

(HEARINGS:

Mrs. Rita White reported that she is no longer the Vice Chairman of the Senate, but she is the Secretary and will continue to represent the Senate at Board meetings until January, when Mr. Bedford will assume this responsibility.

(Faculty Senate

Mr. Adkins extended the appreciation of the Patrons of Palomar to Dr. Wood for his many years of devoted service to the college and to Mrs. Wood for her activity with the Patrons in the early years. She congratulated Mr. Kornhauser and welcomed him on behalf of the Patrons.

(Patrons of Palo-
(mar

Mr. Shadle asked Mr. Clark if there were any reports or comments from the Student Body. Mr. Clark stated that it is the goal of the present student government to work closely with the Curriculum Committee and other bodies to make not only the social aspect but the intellectual aspect profit the students. Dr. Huber reported that the Curriculum Committee has voted to include ASB representation as full, voting members; the Administrative Council has also taken this step toward student participation. It is hoped that the students will be brought into the total development of the institution, as well as keeping channels of communication open.

(ASB

(COMMUNICATIONS:

Dr. Huber stated that a letter had been received from the Executive Secretary of CSBA enclosing a questionnaire to be distributed to the members of the Board regarding credential requirements; the Board members will be asked to complete the questionnaire individually, and a summary will then be compiled to answer the questionnaire as a body.

(CSBA, Poll on
(Credential
(Requirements

(OLD BUSINESS:

Dr. Huber distributed copies of a suggested resolution in opposition to the Watson Amendment and read it. He noted that informational material concerning this proposal had been mailed to the Board. It was felt that while the property tax payer should have some relief, there should also be provisions for the support of public education, and this is not contained in the Watson Amendment. It was

(Watson Amendment

MSC Loomis, Olmstead

RESOLUTION 68-2224

BE IT RESOLVED, that Resolution in Opposition to the Watson Amendment be adopted. (See page _____ of these minutes.)

(Adopt Resolution
(in Opposition
(to Watson Amend-
(ment

(NEW BUSINESS:

Dr. Huber reported that each year the presidents of the Southern California junior colleges gather under the UCLA Junior College Leadership Program; this group is called an advisory committee, and it provides an opportunity for the presidents to discuss the various issues that face junior colleges throughout the state. Dr. Huber then reported briefly on the topics discussed by the group and noted that a written report will be mailed to the members of the Board. There was brief discussion of legislation in the process for this year and next, as reported on by the committee.

(Report on Advis-
(ory Committee to
(UCLA Junior Col-
(lege Leadership
(Program

Dr. Huber stated that during the meeting of the Budget Review Committee over the summer, questions had been raised by the Board regarding the position of the college salaries among the other Southern California junior colleges, as well as the need for new staff and items of supplies and equipment deleted from the budget. The Board suggested analysis of the 31 junior colleges in Southern California after adoption of the 1968-69 schedules, particularly in the middle areas, where the majority of the staff members are positioned. This has been done in cooperation with the Faculty Salary Committee. Dr. Huber distributed copies of a proposed way of classifying the present staff on the salary schedule to bring Palomar more nearly to a median position at the middle levels without changing the minimum or maximum salary figures and to provide for placement

(Analysis of
(Certain Budget-
(ary Accounts

on the salary schedule of persons with vocational credentials (see pp. of these minutes). Mr. Jackson explained the proposal in detail, and there was considerable discussion. It was noted that the study was based on the fact that Palomar is in competition for staffing with the other Southern California junior colleges, and it has been the objective of the Board to maintain as nearly as possible a median position among the salaries of junior colleges in Southern California at all levels. It was noted that the proposal has been presented to the Faculty Senate and the Faculty and was approved. Mr. Jackson stated that it is not felt that the proposal resolves all problems, but it would be a way to correct a situation and remain within the budget. Dr. Huber noted that cost to the district would be approximately \$51,000. There was also discussion of the proposal to increase the percentage salary of a person assuming the duties of department chairman, which involves a much higher level of responsibility than when the college was smaller, including supervision of classes and employment of new staff in both day and evening programs. The proposal of the administrative ad hoc committee is to increase the percentage from 5% to 10%. There is also a question of released time based on the size of the department and placement on the schedule (base vs regular placement). Mrs. White stated that the Senate has requested that these matters be taken to the Senate for recommendation before action by the Board, as provided in Dr. Huber's memorandum to the Senate Salary Committee. Mr. Jackson noted that the entire proposal had been presented to the Faculty and they were very appreciative of this manner of handling it. It is felt that correction of the problems of the salary schedule is most important, but these other factors are also important to the whole. Mr. Olmstead suggested that consideration should also be given to evaluation of items deleted from the budget, such as reduced programs, to see if some of these might not be reinstated. There was discussion of class needs, and Mr. Bergman reported briefly on adjustments made in scheduling to accommodate the need at registration, noting that the primary need for new instructors is in the English, Physical Education, Mathematics, Business, and Social Science departments. It was noted that 44 percent of the student stations in the evening classes are being used by day students. Dr. Jaques asked if class sizes were being maintained, and he was assured that they were. Mr. Bergman stated that the size of the rooms also limits enrollment in many sections. Further study will be given to the salary proposal, as well as new staff, supplies and equipment needs,

and the suggested change in department chairman compensation, and this item will remain on the Agenda for further report and discussion. The Faculty Salary Committee was commended for its efforts in developing the proposal.

Dr. Schettler stated that the architect's fee for services in the improvement of the dome (water-proofing and acoustical treatment) is the standard 8% for school work, and the work is now completed. Payment is the first and second, rather than the final, as indicated on the Agenda. It was

MSC Olmstead, Loomis

RESOLUTION 68-2225

BE IT RESOLVED, That the first and second payments for Architectural/Engineering Services performed for the resealing of the Gymnasium Dome in the amount of \$2,097.00 be approved.

(Approve 1st &
(2nd payments,
(Resealing Dome,
(Paderewski, Dean
(& Associates

Dr. Schettler stated that the request to call for bids is for items of instructional supplies and equipment included in the adopted budget. It was

MSC Jaques, Olmstead

RESOLUTION 68-2226

BE IT RESOLVED, That the administration be authorized to call for bids for Instructional Equipment and Supplies.

(Authorize call
(for bids, In-
(structional
(Equipment &
(Supplies

Mr. Kilman described the course to be offered under Community Services, noting that it is a pilot course to be developed as needed in the community, and it is hoped that it would eventually be incorporated into the Behavioral Sciences Department. Mr. Bergman stated that the course in Celestial Navigation will be dually listed under Aeronautics and Astronomy, and it is being offered this semester. The Business courses are planned for development of a data processing program and cannot be offered as yet because there is no staff; however, the courses can be offered without the actual computer equipment, and this is a program which it is hoped can be opened soon. Mr. Bergman stated that many times a course or program is approved and included in the catalog, although it may not be offered every semester. Dr. Huber explained the interdistrict

exchange of students and stated that the data processing program is one of those considered in the general planning with MiraCosta so that it will not be duplicated. It was

MSC Olmstead, Jaques

RESOLUTION 68-2227

(Approve new
(courses for sub-
(mission to State
(Dept. of Ed.

BE IT RESOLVED, That the following courses be approved for submission of application to State Department of Education as New Graded Junior College Courses:

Community Development 1 - Community Organization
Engineering 2 - Introduction to Engineering
Aeronautics/Astronomy 5- Celestial Navigation & Nautical Astr.
Business 21 - Data Processing with Unit Record Machines
Business 22 - Unit Record Applications
Business 23 - Computer Fundamentals
Business 24A- Computer Programming I
Business 24B- Computer Programming II
Business 25 - Advanced Programming Systems
Business 26 - Computer Applications
Business 27 - Business Systems: Design and Development

It was noted that the agreements for use of facilities with the high school are the same as in past years. It was

MSC Jaques, Loomis

RESOLUTION 68-2228

(Approve Agree-
(ments for Joint
(Use of Facili-
(ties: Fallbrook
(H.S., Escondido
(H.S., Escondido
(Union-Central

BE IT RESOLVED, That Agreements for Joint Use of Facilities with the following school districts for the school year 1968-69 be approved:

Fallbrook Union High School
Escondido Union High School
Escondido Union School-Central School

Dr. Huber stated that the school physician would be employed at the same salary as last year. It was

MSC Loomis, Jaques

RESOLUTION 68-2229

(Approve appoint-
(ment of School
(Physician, 1968-6
(Dr. Lionel
(Burton

BE IT RESOLVED, That the appointment of Dr. Lionel Burton as School Physician for the school year 1968-69, at a yearly salary of \$600, be approved.

There was brief discussion regarding plans to attend the California Junior College Association Fall Conference; Dr. Loomis commented that board member attendance has increased considerably in the past few years, and Dr. Huber noted that the new organization of CJCA is reflected throughout the program. It was also noted that Dr. John Dunn, former President at Palomar College and now Chancellor of Peralta Junior College District in Oakland, is now President of CJCA. It was

MSC Jaques, Loomis

RESOLUTION 68-2230

BE IT RESOLVED, That travel expenses for members of the Governing Board, administration, and staff for attendance at the Fall 1968 Conference of the California Junior College Association at Anaheim be approved.

(Approve travel expenses, Board, Administration, & Staff, CJCA (Fall Conference

MSC Olmstead, Jaques

RESOLUTION 68-2231

BE IT RESOLVED, That travel expenses for the following persons be approved:

(Approve travel expenses:

- a. Transportation, meals, lodging, and other to attend Pacific Planetarium Association meeting, Sierra College (Rocklin, CA), \$200
- b. Transportation, meals, and registration fee to attend Engineering Liaison Committee, Los Angeles, \$5
- c. Permission to attend meeting of the California Industry-Education Council, Palm Desert (no expense to district)

C. A. Coutts, a.
J. Willis

Wm. Bedford b.

S. Hegland c.

(FINANCIAL REPORTS:

The Report of Budgetary Balances as of August 31, 1968, was noted. Dr. Schettler explained the Budget for 1968-69 in considerable detail, and it was noted that the Undistributed Reserve contains an unallocated amount of \$145,000.

(Budgetary Balances

MSC Olmstead, Loomis

RESOLUTION 68-2232

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian for the month of August, 1968, be approved; and that letters of appreciation be sent to all donors.

(Approve Library Acquisitions

Dr. Huber stated that all items in the written Report of the Superintendent had been discussed. (REPORT OF THE SUPERINTENDENT)

Dr. Huber distributed copies of the proofs for the Community Services brochure and asked Mr. Kilman to comment. Mr. Kilman stated that the brochure, in newspaper form, will be distributed in the community within the next two weeks and contains information regarding the series of lectures to be given during the school year by prominent persons from all over the nation representing a cross-section of opinion. Three of the lectures will be offered in the mornings, and the rest will be held at night; all will be given in the Student Union. Dr. Huber stated that this is the first attempt to bring to the North County area distinguished speakers and is the real essence of a community service program; it is hoped that the public will recognize the significance of it and attend. Community Services Lecture Series

Dr. Huber distributed copies of a tabulation of enrollment as of the first day of classes. A total of 4,269 persons are enrolled in credit classes (the report does not yet include adult education enrollment), of which 900 are both day and evening students. Further analysis will be made regarding evening attendance of day students in terms of staff needs. Enrollment

Mr. Kilman stated that the adult education classes held in the high schools have not been affected by the Escondido High School program, because the persons attending the high school program are doing this specifically for high school diplomas, and the classes are different. There was considerable discussion of this matter, and it was noted that the adult education courses were developed in cooperation with the high schools and their programs. Adult Education

Dr. Huber described the meeting held by all staff at the University of California at San Diego; Mr. Bergman reported that the committee had met, and it was decided that an additional workshop on the same subjects will be held in mid-October, but persons will be asked to choose which topic they wish to participate in. Excellent suggestions and ideas were developed in the first sessions, and it is hoped that productive discussion can be continued. Faculty Meeting, UCSD

Mrs. Fox reported that the North County Council of Community Colleges had not met since the last Board meeting. NCCCC

Dr. Jaques welcomed Mr. Brubeck back. Mr. Brubeck stated that he was very glad to be back, and he had had a very productive trip and was grateful for the opportunity to visit colleges all over the country. He will make official report soon.

Mr. Brubeck,
Sabbatical

The meeting was convened in Executive Session at 10:35 p.m. for discussion of items of Personnel. The meeting was reconvened in Regular Session at 11 p.m. It was

(EXECUTIVE SESSION

MSC Loomis, Olmstead

RESOLUTION 68-2233

(Approve employment
(of instructors,
(Evening, credit,
(Fall 1968

BE IT RESOLVED, That the employment of the following persons as instructors on an hourly part-time basis for evening credit classes be approved:

- William T. Freeman - Typewriting
- Stephen G. Hinthorne - Mathematics
- Eugene A. Streips - Electronics
- Michael J. Whalen - Spanish

MSC Jaques, Loomis

RESOLUTION 68-2234

(Accept resignation,
(Geo. R. Leach, Jr.

BE IT RESOLVED, That the resignation of Mr. George R. Leach, Jr., Assistant Manager, Bookstore, be accepted.

MSC Jaques, Loomis

RESOLUTION 68-2235

(Approve employment
(of Classified:
(Norwood, England,
(McRae

BE IT RESOLVED, That the employment of the following persons as Classified staff be approved:

- a. Mrs. Mangery E. Norwood as Clerk-Typist, Admissions, Salary Class 19, at a salary of \$202.73 for the month of September and \$387 per month thereafter, effective September 16, 1968 (replacement);
- b. Mrs. Lucille England as Secretary, Instruction Office, Salary Class 23, at a salary of \$264.29 for the month of September and \$427 per month thereafter, effective September 12, 1968 (replacement);
- c. Miss Donna McRae as Bookstore Assistant Manager, Salary Class 23, at a salary of \$264.29 for the month of September and \$427 thereafter, effective September 12, 1968 (replacement).

The meeting was adjourned at 11:10 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

C-1

ADDENDUM TO THE
MINUTES OF THE
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
October 8, 1968 - 7:30 p.m.

Pages 3-4 of the Minutes are amended to read as follows:

MSC Loomis, Jaques

RESOLUTION 68-2237

(Adopt Statement
(on Revised Salary
(Schedule

BE IT RESOLVED, That the following statement of the Board of Governors of Palomar College on the Revised Salary Schedule be adopted:

Palomar College has received finances, such as payments and aid from federal, state, and out-of-district county tuition sources, that had been impossible to anticipate in the Spring of 1968 and during the summer when budget preparations were under way. These sources of income, not possible to be estimated when the budget was being drafted, are the basis for revision of the budget for the school year 1968-69.

During the budget review sessions held this summer it was apparent to the Palomar College Board, administration, faculty, and lay persons on the budget study committee that certain parts of our salary schedule were not competitive with those of other junior colleges in Southern California. Further, continuing increases in the form of across-the-board or cost-of-living raises would not resolve the inherent problem, that is, that the majority of staff members employed with a master's degree were in salary classifications which are far out of line with what is currently being paid elsewhere, and it would be impossible to correct these inequities by increasing the base and maximum in the usual pattern.

Recognizing the need for readjustments of the present salary schedule, the Faculty Senate Salary Committee, administration, and Board have developed a schedule which does not change the current minimum-maximum range (\$7,125-\$14,250) but does provide that a staff member with a master's degree will rank in salary at the 9th place out of 31 Southern California junior college districts, and the schedule will be approximately at median for minimum and maximum salaries. The schedule also provides for recognizing staff members who have vocational credentials in addition to academic experience. These persons will now be able to attain classification up to the master's degree level, provided they have met the credential and academic requirements. The instructor with an earned doctorate degree will receive an additional \$500 above placement on the schedule (this has been a normal pattern among junior colleges for a number of years).

Palomar College has been particularly fortunate to have an outstanding faculty, and despite the difficulties of not having additional facilities for an increased number of students, the faculty has continued to present a quality program. The revised salary schedule corrects the inequities that have existed for many years, and it provides the college with the means of adequately compensating existing staff, as well as enabling the employment of outstanding staff in the coming years.

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
October 8, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice President
Dr. Bruce D. Jaques, Clerk
Mr. Morse Olmstead
Mr. Richard J. Kornhauser

ADMINISTRATORS Dr. Frederick R. Huber, Superintendent/President
PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.
Mr. Robert Bowman, Dean of Student Activities

GUESTS: Mrs. Rita A. White, Secretary, Faculty Senate
Mr. Gene Jackson, Chairman, Faculty Senate Salary Com.
Mr. Joe Brennan, Faculty Senate Salary Committee
Mr. Warren Donahue, Faculty Senate Salary Committee
Mr. Russell Baldwin, Art Department
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Mary Connors, Patrons of Palomar
Mrs. Grace Burns, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mrs. JaDene Dugas, Classified Employees
Mr. J. D. Hodges, Ramona
Mr. Scott Boyles, Administrative Assistant
Mr. Bob Rodriguez, San Diego Evening Tribune
Mr. Joe Heredia, Escondido Daily Times-Advocate

Mr. Shadle declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business. It was

MSC Loomis, Jaques

RESOLUTION 68-2236

(Approve Minutes:
(September 24, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of September 24, 1968, be approved.

Dr. Huber stated that he had received no requests (HEARINGS for hearings.

Mrs. White stated that the Faculty Senate had (Faculty Senate nothing to report at this time.

Mrs. Adkins stated that the Patrons Board of Directors had voted to request permission of the Board of Governors to establish a campus beautification committee. Such a committee would invite membership from the community garden clubs and other horticultural groups, as well as having representative membership from the college. It is hoped that this committee would be able to tie in the beautification of the campus through art works and landscaping with the Ten Year Master Plan. This plan came about as the result of discussion with Mr. Barlow, Chairman of the Art Department. It was noted that such a group would have to be within the structure of the district, since it would involve physical changes to the campus. The Board requested that the matter be placed on the agenda at the next meeting, with an outline of the make-up of the proposed committee and the channels of communication through which it would work. (Patrons of Palomar)

(COMMUNICATIONS)

Dr. Huber noted that a pamphlet had been received from the California School Boards Association which explains proposed legislation regarding financing of public education for grades kindergarten through 12. There was considerable discussion of the fact that although the junior colleges are members of CSBA, there is no plan included for the financing of junior colleges. It was pointed out that the primary reason for the establishment of the Board of Governors for California Community Colleges was to ensure that the junior colleges had a voice in legislation. It is expected that this matter will be discussed at the Fall Conference of the California Junior College Association, by which time more information will be available to reassure the junior colleges or justify some action on the part of the Junior College Section of CSBA. (CSBA Financial Proposal, Grades K-12)

Dr. Huber read a letter from the San Diego County Board of Education containing a resolution in disapproval of a program entitled "Assured Level of Instructional Excellence" being considered by the Delegate Assembly of CSBA. (San Diego County Board of Education, ALIE Program)

(OLD BUSINESS)

Dr. Huber reviewed the proposed allocation of funds as presented at the last meeting; the proposal includes revision of the certificated salary schedule, employment of five new instructors in the Spring of 1969, provision of instructional supplies and equipment and classified personnel, (Allocation of Funds from Undistributed Reserve)

and increased compensation for department chairmen. Dr. Huber stated that the proposal for increased compensation for department chairmen is still under study by the Faculty Senate Salary Committee, and its approval is not requested at this meeting. He explained in detail the changes in the certificated salary schedule under the proposed revision and outlined the use of the funds to be allocated for equipment, supplies, and staff. He stated that the original budget plan had included requests for 19 additional instructional staff, some of whom would have been replacements, and noted that some have been employed (Nursing Education). Dr. Huber stated that the unallocated funds are the result of income received based on increased money per ADA from the State, out-of-district funds, and Federal sources which could not have been anticipated prior to adoption of the budget. It was the recommendation of the administration that the remainder of the unallocated funds be retained in the Undistributed Reserve until further information is received on other funding which is not yet final and which may or may not be available, depending upon legislation now pending.

There was discussion of the study of possible reinstatement of items deleted from the Budget, and it was noted that the Board had received a list of the deletions and reinstatements. There was also considerable discussion of enrollment as it had been anticipated and as it actually stands at this time. It was noted that a much larger number of day students are taking evening courses to complete their programs, limiting the enrollment of many adults in credit courses; it was also noted that the major cutback in budget had been in the Adult Education (non-credit) programs, which further decreased enrollment. The primary cause of this is a lack of instructional staff, and the present program has been worked out to accommodate the need in many instructional areas with part-time hourly personnel. The Board requested that the enrollment figures be further clarified to provide better understanding of the class loads and the effect of the budget cut on enrollment and to show more clearly the need for additional staff.

There was brief discussion regarding the financial status of the district and the approval of the revised salary schedule. Mr. Shadle distributed copies of a prepared statement, which was adopted by the Board. It was requested that the statement be placed in the Minutes prior to the adoption of the salary schedule. It was

MSC Loomis, Jaques

RESOLUTION 68-2237

BE IT RESOLVED, That the following Statement of the Board of Governors of Palomar College on the Revised Salary Schedule be adopted:

(Adopt Statement
(on Revised Salary
(Schedule

During the budget review sessions held this summer it was apparent to the Palomar College Board, administration, faculty, and lay persons on the budget study committee that certain parts of our salary schedule were not competitive with those of other junior colleges in Southern California. Further, continuing increases in the form of across-the-board or cost-of-living raises would not resolve the inherent problem, that is, that the majority of staff members employed with a master's degree were in salary classifications which are far out of line with what is currently being paid elsewhere, and it would be impossible to correct these inequities by increasing the base and maximum in the usual pattern.

Recognizing the need for readjustments of the present salary schedule, the Faculty Senate Salary Committee, administration, and Board have developed a schedule which does not change the current minimum-maximum range (\$7,125-\$14,250) but does provide that a staff member with a master's degree will rank in salary at the 9th place out of 31 Southern California junior college districts, and the schedule will be approximately at median for minimum and maximum salaries. The schedule also provides for recognizing staff members who have vocational credentials in addition to academic experience. These persons will now be able to attain classification up to the master's degree level, provided they have met the credential and academic requirements. The instructor with an earned doctorate degree will receive an additional \$500 above placement on the schedule (this has been a normal pattern among junior colleges for a number of years).

Palomar College has been particularly fortunate to have an outstanding faculty, and despite the difficulties of not having additional facilities for an increased number of students, the faculty has continued to present a quality program. The revised salary schedule corrects the inequities that have existed for many years, and it provides the college with the means of adequately compensating existing staff, as well as enabling the employment of outstanding staff in the coming years.

The Board suggested that the statement should also include the source of the additional funds.

MSC Jaques, Loomis

RESOLUTION 68-2238

(Approve Revised
(Salary Schedule

BE IT RESOLVED, That the Revised Salary Schedule for Certificated Personnel, as presented by the Faculty Senate Salary Committee, be adopted for the school year 1968-69; and that funds in the amount of \$51,000 be allocated from Undistributed Reserve for this purpose.

MSC Jaques, Loomis

RESOLUTION 68-2239

(Approve Intra-Budget
(Transfer, Revised
(Salary Schedule

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to Education Code Section 20951, the following transfer be made: From Undistributed Reserve to Account #213, in the amount of \$51,000.00.

MSC Olmstead, Loomis

RESOLUTION 68-2240

(Approve allocation
(of funds for
(Instructional Sup-
(plies & Equipment,
(Student Help, &
(Classified Personnel

BE IT RESOLVED That the allocation of funds for instructional supplies and equipment, student help, and classified personnel, for a total amount of \$47,465, for the school year 1968-69, be approved.

MSC Olmstead, Loomis

RESOLUTION 68-2241

(Approve Intra-Budget
(Transfer, Operation-
(al Expenses

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to Education Code Section 20951, the following transfers be made:

Undistributed Reserve to Account #220: \$18,039.00
Undistributed Reserve to Account #290: 20,490.00
Undistributed Reserve to Account #730: 9,181.00

MSC Loomis, Jaques

RESOLUTION 68-2242

(Approve allocation
(of funds, Instruc-
(tional Staff

BE IT RESOLVED, That the allocation of funds for the employment of five additional instructors in the spring 1969 semester, in the amount of \$25,000, be approved.

AYES: Members Shadle, Loomis, and Olmstead
NOES: Member Jaques
ABSTAIN: Member Kornhauser
ABSENT: None

MSC Loomis, Jaques

RESOLUTION 68-2243

(Approve Intra-Budget
(Transfer, Instruc-
(tional Staff

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to Education Code Section 20951, the following transfer be made: Undistributed Reserve to Account #213, in the amount of \$25,000.00.

AYES: Members Shadle, Loomis, and Olmstead
NOES: Member Jaques
ABSTAIN: Member Kornhauser
ABSENT: None

(NEW BUSINESS:

Mr. Brennan stated that the Agreement for Use of Facilities with Lake San Marcos for the swimming pool is the same as in years past, and he commented that Lake San Marcos has been especially cooperative and helpful in renting the college use of the pool for a very nominal fee. It was

MSC Jaques, Olmstead

RESOLUTION 68-2244

(Approve Agreement
(for Use of Facili-
(ties, Lake San
(Marcos

BE IT RESOLVED, That Agreement for Use of Facilities with Lake San Marcos for the School Year 1968-69 be approved; and that a letter of appreciation for their cooperation be sent to the management.

MSC Loomis, Kornhauser

RESOLUTION 68-2245

(Approve Agreement
(for Audio-Visual
(Service, County
(Supt. of Schools

BE IT RESOLVED, That Agreement for Partial Audio-Visual Services with the San Diego County Superintendent of Schools for the School Year 1968-69 be approved.

MSC Jaques, Loomis

RESOLUTION 68-2246

(Approve travel
(expenses:

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

- | | | | |
|----|--|--|----|
| a. | Transportation, meals to attend Annual Fall Foreign Language Conference, San Diego, \$21 | Heyne, Johnson, Crist, Pratola, Norlin | a. |
| b. | Transportation, meals to attend meeting of Foreign Language Department Chairmen, Norwalk, \$16 | Heyne | b. |

- c. Transportation, meals to attend California Association of Chemistry Teachers, Los Angeles, \$15 Backart, Coutts, c. Petz, Groschwitz, Shiwanov
- d. Transportation, meals, lodging, and registration fee to attend California Librarian Association meeting, San Diego, \$136 Nesbin, Wood d.
- e. Transportation, meals, lodging, and registration fee to attend California Assn. of Physical Education and Recreation, Fullerton, \$47 Myers e.
- f. Transportation (mileage) to attend Faculty Faculty Orientation Workshops, La Jolla, \$8 JaDene Dugas f.

(FINANCIAL REPORTS:

Dr. Huber stated that the Report of Budgetary Balances would be presented at the next regular meeting. (Budgetary Balances

The Report of Collections Deposited in County Treasury as of September, 1968, was noted. (Collection Advices

The Report of Use of Facilities by Outside Organizations During the Month of September, 1968, was noted. (Use of Facilities

The Travel Report Involving Use of College-Owned Vehicles During the Months of July, August, and September, 1968, was noted. (Travel Report

There was brief discussion regarding the insurance payment in the list of Purchase Orders. Dr. Schettler distributed copies of a breakdown of the insurance program for the district, and this will be reviewed by the Board and discussed at the next meeting. Dr. Schettler explained that the Poway School District had recently amalgamated its business procedures, in the course of which it was discovered that they had a surplus of office supplies; it has been possible for Palomar to purchase some of these supplies from them at a considerable discount. It was

MSC Loomis, Olmstead

RESOLUTION 68-2247

(Approve Purchase Orders

BE IT RESOLVED, That Purchase Orders numbered 3998 through 4539 be approved.

MSC Olmstead, Loomis

RESOLUTION 68-2248

(Approve Library
(Acquisitions

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian for the month of September, 1968, be approved; and that letters of appreciation be sent to all donors.

MSC Jaques, Olmstead

RESOLUTION 68-2249

(Approve Expense
(Warrants

BE IT RESOLVED, That Expense Warrants numbered 783403 through 783846 be approved.

MSC Loomis, Olmstead

RESOLUTION 68-2250

(Approve Salary
(Warrants

BE IT RESOLVED, That Salary Warrants in Payroll Orders numbered 10 and 11 be approved.

Dr. Huber stated that all items in the written Report of the Superintendent had been previously discussed.

(REPORT OF THE
(SUPERINTENDENT

Mr. Bergman briefly described the publications by members of the faculty, which were displayed. These included instructional materials, books, music, and articles by Mr. Brubeck, Mr. Keesee, Mr. Kilman and Mr. Carli, Dr. Mahan, Mr. Gruber, Mr. Quintero, Mr. Baldwin, Mrs. Poolse, and Mr. Bostic. Mr. Bergman stated that other members of the staff who had published works were Mr. Snyder, Miss Corcoran, and Mr. Donahue and Mr. Robertson. It was suggested that a bibliography be made up of publications by members of the staff, and that this be kept in the Library for reference.

(Faculty Publications

Dr. Huber stated that the Board usually has a representative to the Curriculum Committee; Dr. Wood has served in this capacity for the past several years, and since he has retired, it will be necessary to appoint a new representative. It was

(Curriculum Committee

MSC Loomis, Jaques

RESOLUTION 68-2251

(Appoint Board
(representative to
(Curriculum Committee,
(Mr. Kornhauser

BE IT RESOLVED, That Mr. Richard Kornhauser be appointed as the Governing Board representative to the Curriculum Committee for the school year 1968-69.

Dr. Huber stated that since the only item of (PERSONNEL
Personnel does not involve regular staff, it
would not be necessary to hold Executive Session;
the Board concurred. Dr. Huber explained that the
large number of students and extra-clerical staff
is usual at the beginning of the school year when
assignments are made for the semester and extra
personnel are hired for assisting at registration.
It was

MSC Jaques, Olmstead

RESOLUTION 68-2252

(Approve employment
(of students and
(extra-clerical

BE IT RESOLVED, That the employment of
supplemental staff (students and extra-
clerical) as listed on pp. of these
minutes be approved.

The meeting was adjourned at 9:42 p.m.

(ADJOURNMENT

P r e s i d e n t

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MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
October 22, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, Mr. Milo E. Shadle. (Call to Order)

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call)
Dr. Richard A. Loomis, Vice President
Dr. Bruce D. Jaques, Clerk
Mr. Richard J. Kornhauser

ABSENT: Mr. Morse Olmstead

ADMINISTRATORS PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent/Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Howard Brubeck, Dean of Humanities
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

GUESTS: Mrs. Rita A. White, Sec., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Senate Salary Comm.
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Edna Pulver, Patrons of Palomar
Mrs. Martha Vidler, San Marcos
Mr. J. D. Hodges, Ramona
Mr. Lou Whitwer, Valley Center
Mrs. Edith A. Richardson, Escondido
Mrs. Josephine Manchester, Escondido
Mr. Leavitt W. Thurlow, Escondido
Mrs. Kathryn Russell, Escondido Times-Advocate

Mr. Shadle declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business.

In discussion of the Minutes of the Regular Meeting of October 8, 1968, the members of the Board stated that it had been their understanding that the statement regarding allocation of funds would include a statement pertaining to the source of the funds. Dr. Huber stated that this information had been included in all news releases and in the President's Report to the Faculty. The minutes will be corrected to include the additional information, and the Board postponed taking action on them until the next meeting.

(Minutes:
October 8, 1968)

Dr. Huber reported that there had been no requests for hearings at this meeting.

(HEARINGS:

Mrs. White stated that the Faculty Senate had no report at this time but would comment on matters on the Agenda.

(Faculty Senate

Mrs. Adkins stated that the Patrons had no report at this time. Dr. Huber stated that the matter of establishment of a campus beautification committee had been discussed with members of the staff; it was the recommendation of the administration that the proposal be referred to the Master Planning Committee, which will set it up as a sub-committee, with members of the Patrons and the community participating.

(Patrons of Palomar

Dr. Huber stated that there were no communications except from the Senate, which relates to the first item of Old Business.

(Communications

(OLD BUSINESS:

Dr. Huber stated that the Board has received a recommendation from the Faculty Senate Salary Committee regarding one of the items previously discussed in connection with the allocation of undistributed funds, that is, a proposed additional compensation for department chairmen. He reviewed the process through which this recommendation had been made, and stated that it has been approved by the Faculty, the Faculty Senate, the Salary Committee, and the department chairmen. The recommendation includes that department chairmen be paid 5% of their placement on the salary schedule up to a maximum of \$600, and that stipulations regarding released time be adopted. The cost to the district of the first item would be \$2,600 for the school year 1968-69. It was noted that since the largest department is only 14-1/2 full time equivalent persons, item 2 regarding released time would not apply at this time and would go into effect only when the college reached that size. There was considerable discussion of the matter of released time, and it was noted that the standard at the present time is 3 hours of released time, although some department chairmen do not have it; it was also noted that individual departments vary considerably in the demands of the position because of equipment needs or varying programs within a department. There was considerable discussion of the matter of information regarding what other

(Allocation of
(Undistributed Funds

colleges do; it was noted that the individual colleges operate on different systems, and it is difficult to obtain comparative information on this subject. There is large variation in methods of organization; therefore, statistical comparative information is difficult to compile in this area. The Board requested that further information be provided regarding the present system at Palomar College, as well as systems at other schools. Mrs. White reported that the Senate has authorized an ad hoc committee to study these questions, along with the question of the \$600 maximum limitation. Mr. Bergman stated that although there is no policy statement as such, the Board many years ago had approved a system of organization in departments and divisions which would allow growth; these were set up on the basis of philosophy, rather than size. After considerable discussion, it was

MSC Kornhauser, Jaques

RESOLUTION 68-2254

BE IT RESOLVED, That the administration be directed to prepare a statement of the philosophy of the departmental structure at Palomar College for examination and discussion by the Board.

(Direct administra-
tion to prepare
statement of depart-
mental structure

(NEW BUSINESS:

Dr. Huber stated that the members of the Board and the Chairman of the Faculty Senate had been given revised copies of the Governing Board Policy for review. It was requested that the members of the Board be provided a listing of additions and revisions since the last revision in April, 1967.

(Governing Board
Policy, Revision

Dr. Schettler stated that the final tests had been completed on the Gymnasium Dome, and the architect has certified the results and compliance with the specifications. He read the specifications and the five-year warranty provided against leakage of the Dome. Mr. Brubeck stated that the building is enormously improved, and in terms of its purpose as a physical education facility it is quite satisfactory. It was noted that the Dome will never possess "concert hall quality in sound" because of the brick walls. However, it is completely satisfactory for use as a physical education facility, and the convocation held there by Dr. Huber indicated a satisfactory sound level for speakers. The total cost of repair was \$34,950; \$31,455 is now due, and the remaining 10% is due 30 days after filing Notice of Completion. It was

(Gymnasium Dome

MSC Jaques, Loomis

RESOLUTION 68-2255

BE IT RESOLVED, That the work completed on the Gymnasium Dome improvement under contract with Temcor, Inc., be accepted; that the Superintendent, Dr. Frederick R. Huber, be directed to file Notice of Completion; and that payment in the amount of \$31,455.00, according to the contract, withholding 10% of the total until 35 days after filing of Notice of Completion, to Temcor, Inc., be approved.

(Accept completion of
(Gymnasium Dome;
(authorize filing of
(Notice of Completion;
(approve payment to
(Temcor, Inc.

Dr. Huber stated that the Palomar College Chapters of California Teachers Association and American Federation of Teachers had complied with Board Policy in submitting their requests for recognition along with the required information regarding officers and membership; the administration recommended approval. It was

(Employee Organiza-
(tions

MSC Loomis, Kornhauser

RESOLUTION 68-2256

BE IT RESOLVED, That the Palomar College Chapter, California Teachers Association, be recognized as an employee organization under Governing Board Policy for the school year 1968-69.

(Recognize as employ-
(ee organization, PC
(Chapter, CTA

MSC Loomis, Kornhauser

RESOLUTION 68-2257

BE IT RESOLVED, That the Palomar College Chapter, American Federation of Teachers, be recognized as an employee organization under Governing Board Policy for the school year 1968-69.

(Recognize as employ-
(ee organization, PC
(Chapter, AFT

Mr. Bergman described the proposed new course in History, which involves the history of Mexico, Mexican-American relations, and the role of the Mexican-American in United States Society. There was considerable discussion of how new courses are developed and the procedures involved in scheduling them. The members of the Board inquired as to priority in scheduling of classes. It was explained that this is determined mainly according to demand as determined at the departmental level. Approval

(New Course

of the course in the schedule will take place when it is included in the schedule, as part of the approval of the class schedule for that particular semester and of the instructor who will teach it. It was

MSC Kornhauser, Loomis

RESOLUTION 68-2258

(Approve New Course
(for submission to
(State Dept. of Ed.

BE IT RESOLVED, That the following new course be approved for submission to the State Department of Education, Bureau of Junior College Education, as a New Graded Junior College Course:

History 11. History of Mexico

Mr. Kilman explained that the proposed agreement for use of facilities with The Village Church is for use as a laboratory in connection with the currently offered adult education course in Pre-School Education. There was considerable discussion of the need for and value of this course; it was noted that the course is available at the request of the community and is valuable to persons involved in nursery school education. It was

(Agreement for Use
(of Facilities

MSC Loomis, Jaques

RESOLUTION 68-2259

(Approve Agreement
(for Joint Use of
(Facilities, The
(Village Nursery

BE IT RESOLVED, That Agreement for Joint Use of Facilities with The Village Nursery School, The Village Church, Rancho Santa Fe, effective September 16, 1968, to February 1, 1969, be approved.

Dr. Huber read the names of the persons running as candidates for the 1968 CSBA Delegate Assembly, and after brief discussion, it was

(CSBA Delegates

MSC Jaques, Loomis

RESOLUTION 68-2260

(Cast vote for
(Delegate Assembly,
(CSBA, 1968-69

BE IT RESOLVED, That the Governing Board of the Palomar College District casts its vote for the following persons as Delegates for the 1968-69 Delegate Assembly, Region 20 (Junior Colleges), California School Boards Association:

Mr. Milo E. Shadle Mr. Fred Harmson
Mrs. Cheryl Kleinhammer Mrs. Margaret Hayes
Mr. Yancy Williams

There was considerable discussion of the procedures required in order to comply with the request of an employee for payroll deduction for a tax sheltered annuity plan. Dr. Schettler stated the the employer must purchase the annuity, which is then bought by the employee, and there is a certain amount of liability on the part of the employer if an insurance company should fail. He also noted that nearly all school districts in the State carry such programs. The Board requested that detailed information regarding possible liability of the district and proper procedure for handling these requests be obtained from the County Counsel before further action is taken. The approval of this matter will be postponed until such information is received.

Dr. Huber stated that all travel requests were within the district policy. It was

MSC Loomis, Kornhauser

RESOLUTION 68-2261

(Approve travel expenses:

BE IT RESOLVED, That travel expenses for the following persons be approved:

- | | | |
|---|---------------------------|----|
| a. Transportation, meals, lodging, and registration fee to attend Meeting on Education of Marine Technologists, Santa Barbara, \$23 | R. Noble | a. |
| b. Transportation (mileage), meals, and registration fee to attend California Business Education Assn. Conference, Anaheim, \$21 | E. Stroot,
R. Kuretich | b. |
| c. All travel within San Diego County for the purpose of Nursing Education, for the school year 1968-69. | D. Chasteen | c. |

(FINANCIAL REPORTS:

Report of Budgetary Balances as of September 30, 1968, was noted. (Budgetary Balances

Associated Students Balance Sheet and Comparative Statement of Income and Expense, July 1 to September 30, 1968, was noted. Dr. Schettler discussed the operation of the Bookstore and the ASB budget in considerable detail for information of Mr. Kornhauser. (ASB Balances

Cafeteria Balance Sheet and Statement of Income and Expense as of September, 1968. (Cafeteria Balances

Dr. Huber stated that all items in the written Report of the Superintendent had been previously discussed. (REPORT OF THE SUPERINTENDENT)

Dr. Huber reported that there are several applications for sabbatical leave. These have been presented to the Faculty Senate and will be brought before the Board at the next meeting with detailed programs included. (Sabbatical Leave Requests)

Dr. Huber stated that detailed information regarding enrollment has been compiled as requested by the Board; however, there is a State Department Report which will be completed during the next week, and because it is pertinent information, the enrollment report will be postponed until the next meeting when this data can be included. (Enrollment Reports)

Dr. Huber announced that the second session of Faculty Workshops, as developed from the sessions held at UCSD in September, will be held at Deer Park in Escondido on October 24. It is hoped that the members of the Board will be able to attend. (Faculty Workshops)

The meeting was convened in Executive Session at 9:55 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened at 10:20 p.m. in Regular Session. It was (EXECUTIVE SESSION)

MSC Loomis, Jaques

RESOLUTION 68-2262

BE IT RESOLVED, That the employment of Miss Judith Branscom as part-time hourly Librarian, effective November 1, 1968, be approved.

(Approve employment
(of Instructor,
(Library: Judith
(Branscom)

MSC Jaques, Kornhauser

RESOLUTION 68-2263

BE IT RESOLVED, That job description for the position of Art Technician be approved for inclusion in the Classified Employees' Handbook, 1968-69.

(Approve Job Description,
(tion, Classified
(Handbook, Art Tech.

MSC Kornhauser, Loomis

RESOLUTION 68-2264

BE IT RESOLVED, That the employment of the following persons as Classified Staff be approved:

(Approve employment of
(Classified: Thornley,
(Arnold, Carnahan

- a. John D. Thornley as Art Technician, Salary Class #27, at a salary of \$471 per month, effective October 18, 1968;
- b. Sylvia Jean Arnold as Secretary, Student Personnel Office, Salary Class #23, at a salary of \$427 per month, effective October 17, 1968;
- c. Carrie Carnahan as Secretary, Asst. Dean of Instruction, Humanities, Salary Class #23, at a salary of \$427 per month, effective October 10, 1968.

The meeting was adjourned at 10:25 p.m.

(ADJOURNMENT)

P r e s i d e n t

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MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
November 12, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Conference Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (Call to Order Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice Pres.
Mr. Morse Olmstead
Mr. Richard J. Kornhauser

ABSENT: Dr. Bruce D. Jaques, Clerk

ADMINISTRATORS PRESENT: Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Howard Brubeck, Dean of Humanities
Mr. Theodore Kilman, Dean of Adult Ed. & Comm. Serv.

ABSENT: Dr. Frederick R. Huber, Superintendent/President

GUESTS: Mrs. Rita White, Sec., Faculty Senate
Mr. Gene Jackson, Ch., Faculty Senate Salary Comm.
Mr. John Barlow, Ch., Art Department
Mr. Raymond Jessop, Physics & Engineering Dept.
Dr. Dan Pratola, Foreign Language Dept.
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mrs. C. D. Reutter, Patrons of Palomar
Mr. J. D. Hodges, Ramona

Mr. Shadle announced that Dr. Huber would be absent because of a death in his family. He declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business.

Mr. Shadle read the amended statement of the Board regarding the Revised Salary Schedule, and it was

MSC Loomis, Kornhauser

RESOLUTION 68-2265

BE IT RESOLVED, That the minutes of the Regular Meeting of October 8, 1968, as amended by addendum, be approved.

(Approve Minutes:
(October 8, 1968,
(Amended

① Minutes

MSC Loomis, Kornhauser

(1) Minutes

RESOLUTION 68-2266

(Approve Minutes:
(October 22, 1968

BE IT RESOLVED, That the minutes of the Regular Meeting of October 22, 1968, be approved.

Dr. Schettler stated that there had been no requests for hearings.

(HEARINGS:

Mrs. White stated that the Faculty Senate had no specific report to make but would comment on items as they occurred in the Agenda.

(Faculty Senate

Mrs. Adkins introduced Mrs. Reutter, new member of the Patrons Board of Directors, and announced that Mrs. Edna Pulver had been appointed as Patrons representative to the Master Plan Committee.

(Patrons of Palomar

(COMMUNICATIONS:

Dr. Schettler stated that the Board had received copies of a communication from the Palomar College Chapter, AFT, regarding implementation of Education Code Section 13525, which involves the minimum salaries for persons serving under credentials and the manner of payment of part-time personnel. He stated that this issue is of significance to all junior colleges in the County and the State. The presidents of the San Diego County junior colleges have joined in referring this matter to the County Counsel for opinion; the County Counsel has referred the matter to the Attorney General. When an opinion is received, the appropriate information will be forwarded to the Board.

(Palomar College Chapter, AFT

Dr. Schettler stated that confirmation has been received from the City of San Marcos regarding the limitation of parking on Mission Road, effective November 25. "No Parking" signs will be installed along a section of the road, including in front of Palomar College. The purpose of the new ordinance is to assist in the safety of traffic along the highway. Dr. Schettler noted that there had been considerable parking along Mission Road during the first week of classes, although vacancies did exist in some of the parking lots. Only a few students continue to park in front of the college now. Dr. Schettler stated that the ASB had been notified and had taken no position either for or against this action, and notification has not been published in the Telescope, although it was informed.

(City of San Marcos

(OLD BUSINESS:

Dr. Schettler reported that inquiries have been addressed to the County Counsel regarding the position of the district in connection with tax sheltered annuity programs for employees. Reply has not yet been received. However, the Board has received copies of an informational pamphlet which was sent out previously in 1967 prior to approval of the first such program. The research contained in the pamphlet was done by the California Association of Public School Business Officials. There was brief discussion of the problem, and it was suggested that consideration be given to requesting employees to sign a waiver absolving the district of responsibility in case of failure of the insurance company. It was also noted that in cases where the employee has such a program in one district and moves to another, the second district is obligated to continue the program. Action will not be taken on this matter until the advice of the County Counsel is received.

(Tax Sheltered
(Annuities

Dr. Schettler reported that the Faculty Senate Salary Committee is awaiting information on a comparison of the present salaries and structures of departments in other districts before making his report. There is also an ad hoc committee of the Faculty Senate and an Administrative Council committee which should be involved in the establishment of departmental philosophy. A report will be made at a later date, and action will be postponed until further information is received.

(Departmental
(Philosophy and
(Structure

Dr. Schettler stated that, as requested, the members of the Board have been provided with a listing of the changes made in the Board Policy since its last revision in April of 1967. There was brief discussion of the Organization Chart, and it was noted that although Dean Burton assumes the responsibilities of both Dean of Student Personnel and Assistant Dean, Admissions, the latter position is kept on the Chart for future need. The Board Policy will be placed on the Agenda for action at the next meeting.

(Governing Board
(Policy, Revised
(October 1968

(NEW BUSINESS:

Dr. Schettler requested that the first two items under Personnel be brought forward on the Agenda so that the reports regarding sabbatical leaves may be heard in public meeting. It was noted that if further discussion was desired by the Board, this could take place in Executive Session.

Mr. Brubeck distributed copies of a written report (Sabbatical Leave on the findings of his survey of various junior colleges in the United States during his sabbatical leave in the Spring, 1968, semester. He noted that he had taken taped interviews, as well as taping his own observations as he traveled. This information was typed in full and then condensed for the report. Mr. Brubeck reviewed the report verbally, noting that he had been particularly interested in the use of innovative methods in the various schools. He commented that it is his opinion that the most important phase in innovative methods is the involvement of the teacher in development and inception of innovative concepts. Mr. Brubeck expressed his appreciation for the opportunity to have the sabbatical leave and stated that he looked forward to many rewarding results from the investment of time and money. There was brief discussion regarding studies of student results from innovative practices; it was noted that the only such study known is in the specific field of biology. The Board thanked Mr. Brubeck for his presentation.

Mr. Bergman stated that four requests for sabbatical leave had been submitted, and the individuals were present to state their requests and to answer any questions the Board might have. Mr. Bergman read a statement in which it was noted that the requests had been examined by the department chairmen, the assistant deans of instruction, the Professional Growth Committee, the Faculty Senate, and by himself. He noted that evaluation of the requests was based on the educational merit of the request only. He introduced each person, who explained his sabbatical leave request.

Mr. Jessop stated that his project would involve research and travel to gather information regarding teaching methods, facilities, philosophies, and course content in the areas of physical science and technical science. His study would include schools in the United States, the United Kingdom, and Europe, and would involve faculty-student relationships, evaluative techniques, current use of innovative and experimental techniques, and teacher training programs. He also plans to visit outstanding cultural and geographical points of interest, collecting material suitable for use in the teaching of physical science. The leave request is for one year.

Mr. Barlow stated that his project involves travel and study of various art departments in other institutions to compare the nature of the development of the departments in the hope of gaining insight into current trends in art. He noted that the Art Department has grown considerably at Palomar in the past three years, with many more students entering the field than previously. He stated that most of

his study will involve observation of student work, and this is the reason for requesting leave in the spring semester, since that is the time when most student work is available for display. He also plans to study the various types of architectural enrichment by the incorporation of works of art in the actual architectural structures. The leave request is for one semester.

Dr. Pratola stated that his purpose during sabbatical leave is to write a book dealing with goals and methodology, primarily in the instruction of foreign languages. He explained his basic idea in some detail, noting that he has had considerable encouragement from well-known writers and philosophers who have read his papers and think the work should be done. He distributed copies of a brief summary of the original written request. The leave request is for one year.

Dr. Pratola

Mr. Kilman stated that his project involves work toward his doctorate, with a particular interest in administrative organizational structure. He stated that administrative plans for the school year in Adult Education and Community Services would be done prior to his leaving campus, and he would be available at times. The leave request is for one year.

Mr. Kilman

In response to inquiry, Dr. Schettler assured the Board that the bond required in sabbatical leave contracts insures that the employee will remain at Palomar College for the specified period of two years following completion of the leave.

It was noted that Mrs. White had submitted a written report on the faculty representatives' meeting at the CJCA Fall Conference. She stated that the conference was especially well-organized, and the only problem was that the main topic of discussion dealt with the disadvantaged student, of which Palomar has very few. However, Palomar would seem to be in the forefront of new developments. She found the meeting very interesting, and she enjoyed very much the opportunity to participate. Mr. Shadle noted that the Board had also received a written report by Dr. Huber regarding the discussion on finance by Dr. Cox. Dr. Loomis stated that the trustees' meeting was very interesting, but the primary benefit he had received was the opportunity to talk with other board members and gain insights into some of the serious problems in public education in California today, particularly in Oakland. He described this in some detail. Mr. Shadle commented

(CJCA Fall Confer-
ence)

that it was his feeling that the trustees had no specific program. Dr. Loomis stated that until three years ago there was not too much activity in the trustees' section; however, it was the trustees who instigated the development of the new Board of Governors for California Community Colleges, and there is considerably more participation now than previously. Mr. Shadle stated that it is his opinion that the Palomar Board members are much more informed than most.

Dr. Schettler stated that the Palomar College Chapter, California School Employees Association, had complied with the Board Policy in their request for recognition as an employee organization. It was

(Palomar Chapter, CSEA

① CSEA

MSC Loomis, Olmstead

RESOLUTION 68-2267

BE IT RESOLVED, That Palomar College Chapter No. 402, California School Employees Association, be recognized as an employee organization under Governing Board Policy for the School Year 1968-69.

(Recognize as employee organization, PC Chapter CSEA

Dr. Schettler stated that the contracts recommended in the bid summary are those which were the low bidders meeting specifications. He stated that the administration would delay recommendation on the bids on the additions to the organ pending further information. There was brief discussion of the present program in data processing and possible future plans; it was noted that the desk computer being purchased is primarily for use in the industrial technology and engineering departments for the solving of problems. It was

MSC Olmstead, Loomis

RESOLUTION 68-2268

BE IT RESOLVED, That contracts of purchase for instructional equipment and supplies be awarded to the low bidders meeting specifications, bids opened November 7, 1968, as follows:

- Edward Greene - Programmable Computer
- Carle Instruments - Chromatograph
- Moxon Electronics - Power Supply

① Instruc. Equip.
② Contracts of Purchase

(Award contracts of purchase, instructional equipment and supplies

Dr. Schettler stated that final payment to the architect for improvement of the Gymnasium Dome is now appropriate, since all work has been completed. This payment is for the percentage withheld until final approval, as in the contract. It was

MSC Olmstead, Kornhauser

RESOLUTION 68-2269

BE IT RESOLVED, That final payment to the architect, Padereski, Dean & Associates, in accordance with the contract, for services performed on the improvement of the Gymnasium Dome, in the amount of \$699.00 be approved.

(1) (Approve final payment to Paderewski, Dean & Associates, Gymnasium Dome)

Dr. Schettler noted that all travel requests involve professional growth, and approval is recommended. It was

MSC Kornhauser, Olmstead

RESOLUTION 68-2270

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(1) (Approve travel expenses:)

- a. Transportation, meals, lodging, and registration fees to attend Pacific Coast Regional Conference on English in Two-Year Colleges, San Mateo, \$280
 - b. Transportation (mileage) and meals to attend Liaison Committee on Business Administration, CJCA So. Section, Fullerton, \$25
 - c. Transportation and meals to attend San Diego County JC Math Instructors Conference, San Diego, \$10
 - d. Transportation and meals to attend NDEA Workshop for Physics Instructors, Azusa, \$5
 - e. Transportation (mileage), meals, and registration fees to attend Southern Regional Conference of Alpha Gamma Sigma, \$25
 - f. Meals and registration fee to attend Fall Conference of Modern Language Assn. of California, Los Angeles, \$12
- ✓ B. Peacock, a.
 - ✓ L. Ward,
 - ✓ J. Quintero,
 - ✓ P. Bollington
 - ✓ E. Winter b.
 - ✓ W. Donahue, c.
 - ✓ A. Scallet
 - ✓ R. Jessop, d.
 - ✓ N. Barker
 - ✓ A. Heyne, e.
 - ✓ M. Crist
 - ✓ J. Johnson f.

(FINANCIAL REPORTS:

The Report of Budgetary Balances as of October 31, 1968, was noted. Dr. Schettler stated that several transfers had been made because of the

(Budgetary Balances

allocation of funds during the month of October. He noted that the recently adopted salary schedule becomes effective November 1, and the November Budgetary Balances Report will show considerable change.

Report of Collections Deposited in County Treasury as of October, 1968, was noted.

(Collection Advices

Report of Use of Facilities by Outside Organizations During the Month of October, 1968, was noted.

(Use of Facilities

Travel Report Involving Use of College-Owned Vehicles During the Month of October, 1968, was noted.

(Travel Report

MSC Olmstead, Loomis

RESOLUTION 68-2271

BE IT RESOLVED, That Purchase Orders numbered 3998 through 4936, except for those marked "reserved," be approved.

(1)
✓ (Approve Purchase Orders)

3998 - 4936

MSC Loomis, Olmstead

RESOLUTION 68-2272

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian for the month of September, 1968, be approved; and that letters of appreciation be sent to all donors.

(1)
✓ (Approve Library Acquisitions)

MSC Loomis, Kornhauser

RESOLUTION 68-2273

BE IT RESOLVED, That Expense Warrants numbered 783847 through 784296 be approved.

(1)
✓ (Approve Expense Warrants)

MSC Loomis, Kornhauser

RESOLUTION 68-2274

BE IT RESOLVED, That Salary Warrants in Payroll Orders numbered 12 and 13 be approved.

✓ (Approve Salary Warrants)

Dr. Schettler stated that all items in the written Report of the Superintendent had been discussed.

(REPORT OF THE SUPERINTENDENT

Dr. Schettler distributed a memorandum by Dr. Huber regarding the recent decision announced by

(San Diego State Transfer Students

San Diego State College not to admit junior college transfer students for the Spring 1969 semester. He read the memorandum, which included suggested solutions to the problem as worked out jointly by the San Diego County junior colleges. Mr. Burton reported that at a recent meeting with the administration at the University of California at Riverside, he had been informed that junior college transfer students would be encouraged at that institution, including those who formerly would not have been eligible. He described a new program at UCR under which these students might attend. There was considerable discussion of this problem, and it was noted that there are approximately 175 students who would be eligible for transfer to four-year institutions at the end of this semester. A meeting will be held very soon with these students and with counseling staff from San Diego State to determine what can be done on an individual basis; some students may be able to take additional units at Palomar or register concurrently at Palomar and at San Diego State. Following discussion, it was

MSC Loomis, Olmstead

RESOLUTION 68-2275

BE IT RESOLVED, That the administration be authorized to prepare a resolution protesting this action on the part of San Diego State College and urging that steps be taken to rectify the situation; and that this resolution be sent to the Governor, the legislative representatives from this area, the Chancellor of the California State Colleges, and to the Department of Finance.

① San Diego State
② Transfer Students
✓ (Authorize resolution protesting (San Diego State College action re Transfer Students

The Board emphasized that the resolution should indicate that the junior college has fulfilled its obligation, and it is the obligation of the State colleges to continue to accept transfers as their responsibility in the Master Plan for Higher Education.

The meeting was convened in Executive Session at 10:02 p.m. Following discussion of items of Personnel, the meeting was reconvened in Regular Session at 11 p.m. It was

(EXECUTIVE SESSION

MSC Olmstead, Loomis

RESOLUTION 68-2276

BE IT RESOLVED, That the resignation of Mrs. Melba Kooyman, Nursing Education Department, effective January 31, 1969, be accepted with regret.

① Certified
② (Accept resignation, (Mrs. Melba Kooyman

MSC Olmstead, Loomis

RESOLUTION 68-2277

BE IT RESOLVED, That the resignation of Miss Barbara Corcoran, English Department, effective June 15, 1969, be accepted with regret.

① Certified

② (Accept resignation, Miss Barbara Corcoran)

MSC Olmstead, Loomis

RESOLUTION 68-2278

BE IT RESOLVED, That the resignation of Mr. Neil McAfee, Bookstore Manager, effective November 30, 1968, be accepted.

① Classified

② (Accept resignation, Neil McAfee)

MSC Loomis, Kornhauser

RESOLUTION 68-2279

BE IT RESOLVED, That the employment of Mrs. Dorothy Ulrich as Faculty Senate Secretary, Half-time, Salary Class 23, at a salary of \$9.29 for the month of October, and \$213.50 per month thereafter, effective October 28, 1968, be approved.

(Approve employment of Classified: Mrs. Dorothy Ulrich)

2

MSC Kornhauser, Loomis

RESOLUTION 68-2280

BE IT RESOLVED, That the employment of supplemental staff (students and extra-clerical), as listed on p.10 of these minutes, be approved.

① Student Emp.

(Approve employment of students and extra-clerical staff)

The meeting was adjourned at 11:06 p.m.

(ADJOURNMENT)

P r e s i d e n t

C l e r k

Indexed

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
November 26, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President; (Call to Order
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (Roll Call
Dr. Richard A. Loomis, Vice. Pres.
Dr. Bruce D. Jaques
Mr. Morse Olmstead
Mr. Richard J. Kornhauser

ADMINISTRATORS

PRESENT: Dr. Frederick R. Huber, Superintendent/President
Dr. John D. Schettler, Asst. Superintendent, Business
Mr. Virgil L. Bergman, Dean of Instruction
Mr. Robert L. Burton, Dean of Student Personnel
Mr. Theodore Kilman, Dean of Ad. Ed. & Comm. Serv.

GUESTS:

Mrs. Rita A. White, Secretary, Faculty Senate
Mr. Gene Jackson, Faculty Senate Salary Committee
Mr. Warren Donahue, Faculty Senate Salary Committee
Mrs. Martha Fox, Patrons of Palomar
Mr. J. D. Hodges, Ramona
Mary Jane Morgan, Escondido Daily Times-Advocate
Scott Boyles, Administrative Assistant

Mr. Shadle declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business.

Dr. Huber stated that a revision of the resolution drafted in response to the decision of San Diego State College not to admit junior college transfers in the spring semester had been mailed to the Board. Dr. Loomis commented that it was felt that the resolution should emphasize the responsibility of the State Colleges to admit junior college students. Mr. Olmstead stated that the revised draft more nearly expresses the feeling of the Board at the time the matter was discussed at the last meeting. It was

Accounting Board:
(Approve Minutes:
November 12, 1968)

MSC Loomis, Olmstead

RESOLUTION 68-2281

BE IT RESOLVED, That the minutes of the Regular Meeting of November 12, 1968, including the resolution prepared by the administration as instructed regarding junior college transfers to San Diego State College.

(HEARINGS:

Mrs. White stated that the Faculty Senate would have nothing specific to report but would comment on matters as discussed on the Agenda.

(Faculty Senate

Mrs. Fox stated that Mrs. Adkins could not be present, but she would have a report at the next meeting, following the monthly meeting of the Patrons Board of Directors.

(Patrons of
(Palomar

Mrs. Fox stated that the North San Diego County Council of Community Colleges has passed a resolution urging that the next state college be established in North County; this will be sent to the Coordinating Council for Higher Education, the Chancellor of the State Colleges, and the various legislators. She stated that the next meeting of the NCCCC will be held at noon on December 9, at Reuben's in Lake San Marcos, with Assemblyman John Stull as guest.

(North San Diego
(County Council of
(Community Colleges

(COMMUNICATIONS:

Dr. Huber read the announcement of a Joint Annual Conference of the California School Boards Association and the California Association of School Administrators, to be held December 7-10 at the Convention Center in Anaheim. Dr. Huber described the program planned.

(CSBA-CASA Joint
(Annual Conference

Dr. Schettler read a notice of hearing from the San Diego County Planning Department regarding petitions to set aside certain plots of land in North County for agricultural purposes. There was considerable discussion of the effect that this would have upon the tax structure of the district, and it was decided that the administration will check with the other school districts in the area to see if there are any plans regarding support or objection to these petitions. Mr. Shadle stated that action is being taken in Encinitas by several public agencies to prevent this taking place in that area; Dr. Loomis stated that he would think this should be encouraged rather than discouraged, since it retains land as agricultural and prevents it being used for subdivisions or commercial property. Further report will be made at the next Board meeting.

(San Diego County
(Planning Department

Dr. Huber reported that Mr. Charles Crabtree, Secretary of the Palomar Insurance Association, has resigned after serving in this capacity since 1951 when the association was organized for the purpose of handling the district insurance program. The 14 member association has met, reviewed the program in full, and elected Mr. Richard Nissen, of Bandy, Squire, & Nisson, Escondido, as the new secretary. Dr. Schettler explained the origin and purpose of the Palomar Insurance Association. It was

(Palomar Insurance Association)

MSC Loomis, Jaques

RESOLUTION 68-2282

BE IT RESOLVED, That the Superintendent be directed to send a letter of appreciation and commendation to Mr. Charles Crabtree for his many years of cooperation and service to the Palomar College District as Secretary to the Palomar Insurance Association.

① Crabtree, Charles
② Palomar Insur. Assn.
(Instruct Superintendent to send Letter of commendation, Charles Crabtree, Palomar Insurance Assn.)

(OLD BUSINESS:

Dr. Schettler reviewed a letter from the County Counsel regarding the district's liability and suggested methods of handling programs involving tax sheltered annuities. The insurance company must comply with the code of the Internal Revenue Service, but which companies qualify must be determined by the district. The district is held responsible by the IRS for the correct reporting of the employee's salary. The contract of purchase must contain a clause excluding from liability the district, the County Superintendent, and the County Auditor; however, this contract is with the insurance company and does not involve the employee's agreement with the district, which is a separate matter. Enclosed with County Counsel's opinion were suggested amendments to the forms now used; these amendments would more clearly delineate the responsibilities and liabilities of all parties. Dr. Schettler recommended that the forms now used be revised to include the amendments and that they be used for all future such transactions. There was considerable discussion regarding the problem of district liability in case of insurance company failure. It was

(Tax Sheltered Annuities)

MSC Locmis, Jaques

RESOLUTION 68-2283

- ① Insurance
 - ② Tax Sheltered
 - ③ Salary - Certificate
- (Adopt forms, tax
(Sheltered annuity
(Programs; and
(Require Use by
(Present companies

BE IT RESOLVED, That the forms for the purchase of tax sheltered annuities and for the deduction of premium from salaries, as amended, be adopted for all future use; and that the three current insurance programs involving tax sheltered annuities be required to use these forms.

Dr. Huber stated that three things had been requested by the Board in connection with the request by the Faculty Senate Salary Committee for increased compensation for department chairmen. First was a request that additional information regarding departmental structure and chairman compensation in other districts be compiled; this has been done and the information has been distributed to the Board. The second phase was a request that an explanation of the current departmental philosophy and structure at Palomar College be given; a statement was prepared by the Dean of Instruction and read and distributed at the last Board meeting. The third request was an analysis of the present departmental structure regarding the amount of released time, the number of chairmen, the number of instructors in each department, etc.; this aspect of the Board's request has not yet been completed, and it is hoped that it will be available at the next meeting. Dr. Huber noted that the Senate has an ad hoc committee studying the departmental structure, but its chairman indicates that the matters before the Board will not be affected by the Committee's report.

(Departmental
(Philosophy and
(Structure

Dr. Huber read the original proposal of the Senate Salary Committee and copies were distributed. Mr. Jackson discussed in considerable detail the main points in evaluating the committee's study of other schools, noting that there is very little similarity in any of the methods, and it is difficult to make comparisons because of this. There was discussion of the points of the proposal; it was noted that only nine department chairmen currently have released time; however, the department chairman is the person who prepares the class schedule, and many of them wish to or must schedule a full load for themselves. Mr. Bergman pointed out that at present the matter is handled on an individual basis with the Instructional office, based on need; in those instances where there is no released time, it is usually because of a lack of additional staff to fulfill the requirements. It was agreed that, subject to the approval of the committee, the word "can" would be substituted for the

word "shall" in the paragraph regarding released time. There was discussion of the function of the Faculty Senate in the formation of the departmental structure; Mr. Jackson stated that the amount of time available to the department chairman is as much a matter for Senate consideration as is salaries. Mr. Jackson stated that the Senate functions as a recommending body and provides the most effective and efficient way of communications with the faculty. Dr. Huber noted that the Senate is involved in the evaluation of staff, as well as other items which are concurrent actions on the part of the administration and the appropriate committees of the Senate. Mr. Jackson stated that it is very difficult to differentiate between the departments, because the size of a department does not necessarily define the work-load of the chairman. He stated that the Faculty Senate Salary Committee, the department chairmen, and the Faculty have all approved the proposal. Dr. Huber stated that the additional information will be provided, at which time the administration will be prepared to make a recommendation on this matter.

Dr. Huber stated that the Board Policy has been completely revised and brought up to date, and approval is recommended. Copies will be distributed to all members of the Faculty. As changes are made through the year, they will be inserted as supplements to the manual. It was

(Board Policy
Manual

MSC Loomis, Jaques

RESOLUTION 68-2284

BE IT RESOLVED, That the Governing Board Policy, Revised October, 1968, be approved.

(Approve Governing
(Board Policy
(Manual, Revised
(October, 1968

Dr. Schettler stated that bids for additional pipes for the organ in the Music Department had been opened on November 7; however, additional information was required regarding the failure of one bidder to meet specifications. County Counsel has responded, and it is recommended that the contract be awarded to the Wicks Organ Company as low bidder meeting specifications. Dr. Schettler stated that this is the company which originally built and installed the organ, and this will reduce the cost somewhat because space and fittings are already available. The funds for this improvement include the \$5,000 bequest from the Anthony Estate and a small amount from the capital improvement budget of the Music Department. It was also noted that if and when a larger auditorium is built on campus, the organ can be easily moved. It was

(Improvement of
(Instructional
(Eqpt., Music Dept.

MSC Loomis, Kornhauser

RESOLUTION 68-2285

BE IT RESOLVED, That contract for the improvement of instructional equipment, Music Department, be awarded to the Wicks Organ Co., Highland, Illinois, as the low bidder meeting specifications, bids opened November 7, 1968.

① Contracts of purchase
② Instr. Equip.
③ Dept. Music
(Award contract for
(improvement of
(instructional
(equipment, Music
(Department

The members of the Board congratulated Dr. Huber on his 54th birthday.

(NEW BUSINESS:

Dr. Schettler stated that the request to call for bids is for new microscopes for the Life Sciences Department. It was

MSC Olmstead, Loomis

RESOLUTION 68-2286

BE IT RESOLVED, That call for bids for instructional equipment and supplies (Science Division) be authorized.

① Instr. Equip.
② Science
(Authorize call for
(bids, instruction-
(al equipment and
(supplies

Dr. Huber reviewed the previous discussion regarding a proposal for revision of the college standards for probation, retention, and dismissal. The Faculty Senate appointed a committee to study the present policy and make a proposal; the committee reported to the Senate with a recommended policy, which was then reviewed by the Administrative Council with the committee and referred back to them for revision. The proposed new policy has been approved by the Senate and by the Administrative Council and is presented to the Board as a matter of information at this meeting. There was considerable discussion, during which the present policy and the proposed policy were explained; it was noted that in essence, the proposal would return Palomar to the policy in existence prior to the present one. The policy, if adopted, would go into effect in September of 1969, and it will be included in the new college catalog. Dr. Huber pointed out that the main concern was to not do a disservice to the student who is unable to successfully achieve in college work, either academic or vocational. It was also noted that a primary cause of student failure is the inability to read, and plans are currently being presented to the Curriculum Committee for an enlarged remedial reading program. The proposed policy will be on the Agenda for action at the next meeting.

(Proposed Policy
(on Scholarship
(Standards for Pro-
(bation, Retention,
(Disqualification,
(& Reinstatement

Dr. Schettler stated that a survey had been made last year of property acquired by the district in 1967. Development of parking facilities on this property should begin in 1969. Engineering plans for space, drainage and utility lines, and other matters should be begun as soon as possible. Dr. Schettler demonstrated plans for parking and building on the aerial map displayed, noting that most discussion is based on plans submitted last year under the Ten Year Master Plan. He stated that the request is for the design only, even though the actual construction might not be done for three or four years. The funds will be obtained from the student parking fees, which may be used only for addition or improvement of parking facilities. It was

(Parking Facilities)

MSC Loomis, Jaques

RESOLUTION 68-2287

BE IT RESOLVED, That agreement with the architect, Paderewski, Dean & Associates, for engineering planning services for future parking facilities on campus property be authorized.

(Authorize agree-
(ment for engineer-
(ing services,
(parking facilities,
① (Paderewski, Dean
(& Associates

② Building Program

MSC Jaques, Olmstead

RESOLUTION 68-2288

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

① (Approve/ratify
(travel expenses:

- a. Transportation (mileage) and meals to conduct field trip, Glamis, Colo. \$60
- b. Transportation, meals, lodging, and registration fee to attend NDEA Engineering Workshop, Whittier, \$20
- c. Permission to attend Aeronautics Liaison Meeting, San Jose (no expense to district)
- d. Meals to attend Technical Physics Meeting, Azusa, \$2
- e. Transportation, lodging, and meals to conduct Geology Field Trip, Death Valley, \$135

- 2 D. Bostic a.
- 3 W. Bedford b.
- 4 K. Backart c.
- 5 A. Pabon d.
- 6 R. Noble, e.
- 7 J. Hydock,
- 8 J. Willis

MSC Olmstead, Loomis

RESOLUTION 68-2289

BE IT RESOLVED, That travel expenses for members of the Board to attend the Joint Annual Conference of CSBA-CASA, Anaheim, be approved.

① (Approve travel
(expenses, Board
(Members, CSBA-
(CASA Conference

② Governing Board

(FINANCIAL REPORTS:

The Associated Students Balance Sheet and Comparative Statement of Income and Expense as of October 31, 1968, was noted. (ASB Balances

The Cafeteria Balance Sheet and Statement of Income and Expense as of October 31, 1968, was noted. (Cafeteria Balances

Dr. Huber stated that all matters in the written Report of the Superintendent had been discussed under the Agenda. (REPORT OF THE SUPERINTENDENT

Dr. Huber reported that a meeting had been held for students planning to transfer to San Diego State College in the Spring 1969 semester. Forty students attended, and the announcement of San Diego State's decision was made. The students will meet with their counselors, at which time determination will be made of their status, as follows: students who have completed 60 units but who can profit by additional semesters at Palomar in selected courses which can be transferred for credit to San Diego State; those who can profit by concurrent registration in both institutions; and those for which Palomar College can provide no classes. San Diego State will be notified that these students should be admitted and can benefit no further from attendance at Palomar. San Diego State is applying its probationary policy in the Spring semester for the first time, and it is planned that approximately 400-600 students will be eliminated from admission there. In addition, the State College will send representatives of the departments and admissions staff for the purpose of assisting students who may have problems. Palomar is operating on the basis that students who must transfer will be admitted, and it is also hoped that all students planning to transfer can be identified prior to the Christmas vacation. Mr. Shadle commented that this problem is happening at 12 of the 18 State colleges, and apparently most of the junior colleges are being affected. Dr. Huber noted that it is also expected to have an effect on Fall enrollments. There is a possibility that freshman enrollment at State colleges will be limited, because they can profit by enrollment at the junior colleges, while transfer students must proceed to the four-year institutions. Dr. Loomis commented that this emphasizes the need for a State college in the North County area; Dr. Huber stated that San Diego State does recognize the need for an

additional State college in San Diego County. Mr. Shadle stated that he had personally written a letter and sent it to the various persons involved, and he suggested that other individual letters would be helpful in bringing this problem to a solution.

The meeting was convened in Executive Session at 9:40 p.m. for the purpose of discussing items of Personnel. The meeting was reconvened in Regular Session at 10:45 p.m. It was (EXECUTIVE SESSION

MSC Olmstead, Kornhauser

RESOLUTION 68-2290

(Grant Sabbatical
(Leave, Raymond

BE IT RESOLVED, That the request of Mr. Raymond Jessop for Sabbatical Leave for the school year 1969-70 for the purpose of travel and research in the field of physical and technical sciences be granted; it was further recommended that Mr. Jessop narrow the scope of his project to provide more limited objectives.

MSC Jaques, Loomis

RESOLUTION 68-2291

(Grant Sabbatical
(Leave, Mr. Theodore Kilman

BE IT RESOLVED, That the request of Mr. Theodore Kilman for Sabbatical Leave for the school year 1969-70 for the purpose of completing course work toward his doctoral degree be granted.

MSC Jaques, Loomis

RESOLUTION 68-2292

(Grant Sabbatical
(Leave, Dr. Daniel Pratola

BE IT RESOLVED, That the request of Dr. Daniel Pratola for Sabbatical Leave for the school year 1969-70 for the purpose of writing a manuscript on goals and methodology in the instruction of foreign languages be granted.

AYES: Members Shadle, Loomis, Jaques
NOES: None
ABSTAIN: Members Kornhauser, Olmstead

MSC Kornhauser, Loomis

RESOLUTION 68-2293

(Grant Sabbatical
(Leave, Mr. John Barlow

BE IT RESOLVED, That the request of Mr. John Barlow for Sabbatical Leave for the Spring Semester, 1970, for the purpose of travel and study in the field of student art works be granted.

MSC Loomis, Jaques

RESOLUTION 68-2294

(Approve employment
(of) Classified
(Staff: Virginia
(Dower, Irene
(Metzger

BE IT RESOLVED, That the employment of
the following persons as Classified Staff
be approved:

- a. Mrs. Virginia Dower as Bookstore Manager,
Salary Class #33, at a monthly salary of
\$545, effective November 18, 1968;
- b. Mrs. Irene Metzger as Account Clerk,
Salary Class \$25, at a monthly salary
of \$269.40 (Part-Time), effective
December 1, 1968.

The meeting was adjourned at 10:52 p.m.

(ADJOURNMENT

P r e s i d e n t

C l e r k

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*Return to RS
(Sec'y Desk Book)*

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MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
December 10, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

The meeting was called to order by the President, (CALL TO ORDER
Mr. Milo E. Shadle.

MEMBERS PRESENT: Mr. Milo E. Shadle, President (ROLL CALL
Dr. Richard A. Loomis, Vice Pres.
Dr. Bruce D. Jaques
Mr. Morse Olmstead
Mr. Richard J. Kornhauser

ADMINISTRATORS

PRESENT: Mrs. Rita A. White, Sec., Faculty Senate
Mr. Gene Jackson, Chairman, Salary Comm.
Mr. Leo Ward, President, AFT-Palomar Chap.
Mrs. Bertha Adkins, President, Patrons of Palomar
Mrs. Martha Fox, Patrons of Palomar
Mrs. Charlene Parsons, San Marcos
Mr. J. D. Hodges, Ramona

Mr. Shadle declared a quorum present, and following the salute to the flag, the meeting proceeded with the order of business. It was

MSC Loomis, Jaques

RESOLUTION 68-2294

(Approve Minutes;
(November 26, 1968

BE IT RESOLVED, That the Minutes of the Regular Meeting of November 26, 1968, be approved.

Dr. Huber reported that there had been no requests for hearings.

(HEARINGS:

Mrs. White stated that the Faculty Senate had no specific report to make but would comment on items as they occurred in the Agenda.

(Faculty Senate

Mrs. Adkins reported that the Patrons of Palomar had purchased a sculpture for the campus; the sculpture was on display in the Boehm Gallery during one of the exhibits, and it will become a permanent part of the gallery. She stated that the second edition of the Patrons' newsletter, Telestar, will be mailed this month to the members. It will encourage members of the Patrons to direct

(Patrons of
(Palomar

letters of protest to Dr. Love at San Diego State regarding not accepting students; it will also request that letters be sent to the State encouraging consideration of a four-year college in North San Diego County.

Mrs. Fox reported on the luncheon meeting of the North San Diego County Council of Community Colleges, which was attended by Assemblyman Stull. She reported in some detail on Mr. Stull's comments regarding the possible action of the Legislature affecting higher education in 1969. (North County Council of Community Colleges)

There was considerable discussion regarding the comments of Assemblyman Stull at the NCCCC meeting, as well as other recent discussions among the various organizations representing higher education. The main concern is that there will be an "over-reaction" to recent events involving student and faculty activism on the State college campuses, which would result in even more serious problems in financing for all public schools in the system of higher education in California. It was

MSC Jaques, Kornhauser

RESOLUTION 68-2295

BE IT RESOLVED, That the Superintendent be requested to prepare and mail a resolution urging the Governor of California and the Legislature to request the Coordinating Council for Higher Education to undertake an immediate study of the causes of unrest on college campuses in California, and that the necessary funding for such a study be provided by the Legislature as soon as possible.

(Request Superintendent to prepare and mail a resolution urging study by Coordinating Council for Higher Education on Causes of Student Unrest)

Mr. Ward urged that the Board reconsider the presentations made by the Senate Salary Committee last year regarding increased major medical benefits for the staff under the existing health and accident policy (at nominal cost to the district) and the addition of a salary continuance or disability income plan for the faculty. He noted that at present, a member of the faculty is hospitalized with a severe illness which will require a long period of recuperation, and it is unlikely that the present policy will cover all costs involved. It was noted that these proposals had been discussed in considerable detail in the budget hearings held weekly during the summer and that the administration is prepared to make a recommendation on an individual case following Executive Session.

(AFT-Palomar Chapter)

(COMMUNICATIONS:

Dr. Huber read a letter from Chancellor Dumke of the California State Colleges in response to the Resolution on Junior College Transfers to State Colleges. (Chancellor Dumke, (California State (Colleges

Dr. Huber also read a letter received by Mr. Shadle from the Director of Finance in response to the Resolution on Junior College Transfers to State Colleges; it was noted that the letter has been interpreted to indicate that the State's emergency funds have been taken up by fire fighting. (Director of Finance

There was considerable discussion of these two letters, and Dr. Huber explained the plan under which Palomar is presently proceeding in order to provide continued education for students who will graduate in January, 1969. Dr. Huber stated that the Board of Governors for California Community Colleges is concerning itself actively with this problem, since it is occurring in many other junior college districts.

(OLD BUSINESS:

Dr. Huber reviewed the recommendations embodied in the Proposed Policy on Departmental Philosophy and Structure, noting that the policy includes those recommendations made by the Faculty Senate Salary Committee in the original presentation. He explained that the only basic change from the present method of operation would be the actual salary, in that the departmental increment would be 5% of the position on the salary schedule rather than 5% of the base salary. All other items in the policy are basically a formalization of the present way of operating in connection with released time and other matters relating to the departmental structure. Mr. Jackson noted that the intent of the proposed policy is to establish guidelines which include the future development of the campus. There was considerable discussion and minor wording changes, and it was (Proposed Policy on (Departmental Phil- (osophy and Structure

MSC Loomis, Olmstead

RESOLUTION 68-2296

BE IT RESOLVED, That the Policy on Departmental Philosophy and Structure, as amended at this meeting, be adopted.

(Adopt Policy on (Departmental Phil- (osophy and Structure

MSC Jaques, Olmstead

RESOLUTION 68-2297

BE IT RESOLVED, That the amendment of the Certificated Salary Schedule as follows: "For department chairmen, the increment shall be 5% of the position on the salary schedule, to a maximum of \$600.00," be adopted as a part of the Policy on Departmental Philosophy and Structure, and that it become effective as of the school year 1968-69.

(Approve amendment of
(Certificated Salary
(Schedule, department
(chairman increment,
(effective school year
(1968-69

Following brief discussion, it was

MSC Loomis, Kornhauser

RESOLUTION 68-2298

BE IT RESOLVED, That the Policy on Scholarship Standards for Probation, Retention, Disqualification, and Reinstatement be adopted, to become effective September, 1969.

(Adopt Policy on
(Scholarship Standards
(for Probation,
(Retention, Disquali-
(fication, and Rein-
(statement

Mr. Ward commented in appreciation on behalf of the Palomar Chapter of AFT, noting that the policy had been initiated last Spring by that organization. He stated that although the administration had recommended the policy, the newspaper report (Times-Advocate reporter was present) had assigned the credit to the administration, and the real credit belongs to the AFT Chapter which initiated the change. The Board noted that this matter has been discussed regularly since two years prior to recognition of the AFT as a representative organization on campus.

(NEW BUSINESS:

MSC Olmstead, Jaques

RESOLUTION 68-2299

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

(Approve travel
(expenses:

- | | | |
|---|--------------|----|
| a. Transportation and meals to attend Credentials Workshop, San Diego, \$10 | JaDene Dugas | a. |
| b. Transportation and meals to attend Data Processing Conference, Newport Beach, \$38 | Joy Day | |
| | Russell Hill | b. |

(FINANCIAL REPORTS:

The Report of Budgetary Balances as of November 30, 1968, was noted and briefly discussed.

(Budgetary Balances

The Report of Collections Deposited in County Treasury as of November, 1968, was noted.

(Collection Advices

The Report of Use of Facilities by Outside Organizations During the Month of November, 1968, was noted.

(Use of Facilities

The Travel Report Involving Use of College-Owned Vehicles During the Month of November, 1968, was noted.

(Travel Report

Following brief discussion, it was

MSC Olmstead, Kornhauser

RESOLUTION 68-2300

(Approve Purchase
(Orders

BE IT RESOLVED, That Purchase Orders numbered 3998 through 5084, except for those marked "reserved," be approved.

MSC Kornhauser, Olmstead

RESOLUCION 68-2301

(Approve Library
(Acquisitions

BE IT RESOLVED, That acquisitions by donation and purchase, as reported by the Librarian for the month of November, 1968, be approved; and that letters of appreciation be sent to all donors.

MSC Kornhauser, Loomis

RESOLUTION 68-2302

(Approve Expense
(Warrants

BE IT RESOLVED, That Expense Warrants numbered 784297 through 784608 be approved.

MSC Olmstead, Kornhauser

RESOLUTION 68-2303

(Approve Salary
(Warrants

BE IT RESOLVED, That Salary Warrants in Payroll Orders numbered 14 and 15 be approved.

Dr. Huber stated that all matters in the written Report of the Superintendent except those concerning Personnel had been discussed.

(REPORT OF THE
(SUPERINTENDENT

Dr. Huber noted that the members of the Board had received copies of the Budget Calendar for development of the 1969-70 budget. Copies will be distributed to the staff so that there will be opportunity for them to see what the general outline of events will be. There was brief discussion of how the budget is usually developed, involving the departments, divisions, and administration; it was noted that the Faculty Senate has expressed a desire to review the drafted budget, although no specific action has yet been taken by that body. Dr. Schettler stated that copies could be provided.

(Budget Calendar,
(1969-70

The meeting was convened in Executive Session at 9:00 p.m. Following discussion of items of Personnel, the meeting was reconvened in Regular Session at 10:10 p.m.

(EXECUTIVE SESSION

(PERSONNEL:

The annual evaluation of probationary staff was conducted with the deans and assistant deans.

(Evaluation of
(Probationary
(Staff

MSC Jaques, Loomis

RESOLUTION 68-2304

BE IT RESOLVED, That the employment of the following persons as instructors in the departments indicated for the Spring Semester 1969 be approved:

(Approve employ-
(ment of Instruc-
(tors, Spring
(1969: Curran,
(Shallcross,
(Hinthorne

Michael A. Curran, Physical Education
Mrs. Marcia K. Shallcross, Business
Stephen G. Hinthorne, Mathematics

MSC Loomis, Olmstead

RESOLUTION 68-2305

BE IT RESOLVED, That the employment of the following persons as instructors in Evening credit classes, Spring 1969 semester, be approved:

(Approve employ-
(ment of Instruc-
(tors, Evening,
(Spring 1969:
(Hanlen, Putman,
(Sodikoff

Charles J. Hanlen, Social Science
Lt. John Putman, Police Science
Gary J. Sodikoff, Business

MSC Loomis, Kornhauser

RESOLUTION 68-2306

BE IT RESOLVED, That the employment of supplemental staff (students and extra-clerical), as listed on p. 8 of these minutes, be approved.

(Approve employ-
(ment of students
(& extra-clerical

MSC Jaques, Loomis

RESOLUTION 68-2307

BE IT RESOLVED, That sick leave for Dr. Joseph Gordon be extended for the remainder of the semester, the additional days to be used if necessary at the expiration of his regular cumulative leave.

(Extend sick
leave, Dr. Joseph
Gordon)

The Board requested that the matter of long-term salary continuance insurance, tabled last August, be presented at the next regular meeting, with current cost figures.

(Salary Continuance
Insurance)

MSC Loomis, Olmstead

RESOLUTION 68-2308

BE IT RESOLVED, That the salary of any employee of the Palomar Junior College District as heretofore and hereafter fixed by resolution of this Board and agreed to by such employee may be adjusted as hereinafter provided to permit the purchase of annuities as partial compensation for him or her by the Governing Board, and

(Approve adjust-
ment of salaries,
(tax sheltered
annuities, Cal-
ifornia Western
States Life Ins.
Co.)

BE IT FURTHER RESOLVED, That any employment arrangement between the Governing Board and any employee may be modified to substitute the payment of annuity premiums by the Governing Board in lieu of a like portion of the compensation payable directly to the employee, and that the Governing Board expend such amount as requested in writing by said employee for the year in which requested and for subsequent years in the purchase of a monthly annuity for such employee through the California Western States Life Insurance Company, and that all rights in such annuity contract vest in the employee immediately upon purchase, and

BE IT FURTHER RESOLVED, That like amounts be similarly expended in each year of the continued employment of each such employee, so long as such agreement remains effective, unless contrary action is ordered by this Governing Board.

The meeting was adjourned at 10:30 p.m.

(ADJOURNMENT)

P r e s i d e n t

C l e r k

*Return to
(Secy. Exec. Bd.)
Juv. Bd.*

MINUTES
PALOMAR JUNIOR
COLLEGE DISTRICT
REGULAR BOARD MEETING
BOARD ROOM, COLLEGE CAMPUS
December 24, 1968 - 7:30 p.m.

The Board of Governors of the Palomar Junior College District met in the Board Room of the Palomar College Campus, San Marcos, California, on the above date at 7:30 p.m., all members having received written notice as prescribed by law.

There being no quorum present, the meeting was (ADJOURNMENT
adjourned at 7:31 p.m.

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